



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

Lynchburg City School Board

Robert O. Brennan
School Board District 1

Sharon Y. Carter
School Board District 2

James E. Coleman, Jr.
School Board District 3

Gary E. Harvey
School Board District 2

Susan D. Morrison
School Board District 1

Michael J. Nilles
School Board District 3

Belle H. Evans
School Board District 1

Atul Gupta
School Board District 3

Kimberly A. Sinha
School Board District 2

School Administration

Crystal M. Edwards
Superintendent

Ben W. Copeland
Deputy Superintendent

Anthony E. Beckles, Sr.
Chief Financial Officer

R. Denise Spinner
Clerk

SCHOOL BOARD MEETING
July 16, 2019 5:00 P.M.
School Administration Building
Board Room

A. AGENDA APPROVAL

- 1. Approval of Agenda – July 16, 2019
Crystal M. Edwards Page 1
Discussion/Action

B. CLOSED MEETING

- 1. Notice of Closed Meeting
Crystal M. Edwards Page 2
Discussion/Action
- 2. Certification of Closed Meeting
Crystal M. Edwards. Page 3
Discussion/Action

C. SCHOOL BOARD REORGANIZATION

- 1. Election of Board Chair of the School Board: 2019-20
Crystal M. Edwards. Page 4
Discussion/Action
- 2. Election of Vice Chair of the School Board: 2019-20
School Board Chair Page 5
Discussion/Action
- 3. Appointment of the Clerk and Deputy Clerk: 2019-20
School Board Chair. Page 6
Discussion/Action
- 4. Appointment of the Agent and Deputy Agent: 2019-20
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Discussion/Action
- 5. Appointment of the Designee of the
Division Superintendent: 2019-20
School Board Chair. Page 8
Discussion/Action

- 6. Meeting Time, Dates, and Location for School Board Meetings
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Discussion/Action
- 7. Election of School Board Representative: LAUREL
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Discussion/Action
- 8. Election of School Board Representative: Central Virginia Governor’s School for Science and Technology
School Board Chair. Page 11
Discussion/Action
- 9. Election of School Board Representative: Governor’s Regional XLR8 STEM Academy
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Discussion/Action
- 10. Election of School Board Representative: Legislative Advocacy and Community Relations Committee
School Board Chair. Page 13
Discussion/Action
- 11. Election of School Board Representative: Finance Committee
School Board Chair. Page 14
Discussion/Action
- 12. Lynchburg City School Board Governance Norms and Protocols
School Board Chair. Page 15
Discussion

D. PUBLIC COMMENTS

- 1. Public Comments
School Board Chair. Page 20
Discussion/Action (30 Minutes)

E. SPECIAL PRESENTATIONS

- 1. Resolution of Recognition
School Board Chair. Page 21
Discussion

F. FINANCE REPORT

- 1. Finance Report
George V. Hellman, Financial Consultant. Page 22
Discussion

G. CONSENT AGENDA

- 1. School Board Meeting Minutes: June 4, 2019 (Regular Meeting)
June 18, 2019 (Work Session)

- 2. Personnel Report
Marie F. Gee. Page 28
Discussion/Action

H. SCHOOL BOARD COMMITTEE REPORT

- 1. School Board Committees:
 - A) Finance Committee
Meeting Dates:
August 13, 2019 October 8, 2019
December 10, 2019 February 11, 2020
March 31, 2020 May 12, 2020
June 9, 2020

 - B) Governor’s School Committee
Meeting Dates:
August 7, 2019 September 4, 2019
October 2, 2019 November 6, 2019
December 4, 2019 February 5, 2020
March 4, 2020 April 1, 2020
May 6, 2020

 - C) LAUREL Regional School Committee
Meeting Dates:
August 28, 2019 December 4, 2019
February 5, 2020 May 6, 2020

 - D) XLR8 STEM Academy Committee
Meeting Dates:
August 13, 2019 November 12, 2019
January 28, 2020 March 24, 2020
May 19, 2020 August 11, 2020

 - E) Legislative Advocacy Committee
Meeting Dates:
TBD

2. Advisory Committees to the School Board

A) General Career Technical Advisory Committee

Meeting Dates:
TBD

B) Equity Task Force Committee

Meeting Dates:
TBD

C) Health Advisory Board Committee

Meeting Dates:
TBD

D) Special Education Advisory Committee

Meeting Dates:
TBD

I. UNFINISHED BUSINESS

J. STRATEGIC PLANNING

K. NEW BUSINESS

1. Appointment of Members Onto the Future of Education in the City of Lynchburg: PreK-12 and Beyond Task Force School Board Chair. Page 30
Discussion/Action
2. Building Window Replacement
Ben W. Copeland. Page 36
Discussion/Action
3. Lynchburg City School Board Section 7 - Student Policies and Regulations
LaTonya D. Brown. Page 37
Discussion
4. Lynchburg City School Board Governance Policy Review
Crystal M. Edwards. Page 38
Discussion
5. FY2019-20 Revised School Operating Budget
Crystal M. Edwards. Page 63
Discussion/Action

L. SUPERINTENDENT'S COMMENTS

M. BOARD COMMENTS

N. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, August 6, 2019, 5:30 p.m., Board Room, School Administration Building

New School Board Work Session: Tuesday, August 20, 2019, 5:00 p.m., Board Room, School Administration Building

O. ADJOURNMENT

Agenda Report

Date: 07/16/19

Agenda Number: A-1

Attachments: No

From: Crystal M. Edwards, Superintendent

Subject: Approval of Agenda – July 16, 2019

Summary/Description:

Consider approval of agenda for the July 16, 2019, school board meeting.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the agenda for the July 16, 2019 meeting.

Agenda Report

Date: 07/16/19

Agenda Number: B-1

Attachments: No

From: Crystal M. Edwards, Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

The school board needs to convene a closed meeting to discuss the following:

- 1.) As permitted by the Virginia Code §2.2-3711(A)(1), appointment or promotion of particular officers, appointees or employees.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve a motion to convene a closed meeting to discuss the following as permitted by the Virginia Code §2.2-3711(A)(1), appointment or promotion of particular officers, appointees or employees.

Agenda Report

Date: 07/16/19

Agenda Number: B-2

Attachments: No

From: Crystal M. Edwards, Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

The Lynchburg School Board certifies that, in the closed meeting just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in a closed meeting and (2) 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: 07/16/19

Agenda Number: C-1

Attachments: No

From: Crystal M. Edwards, Superintendent

Subject: Election of the School Board Chair: 2019-20

Summary/Description:

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2019-20 school year. The process of reorganization begins with the election of the school board chair for 2019-20.

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

Recommendation:

The superintendent recommends that the school board elect a school board chair for the 2019-20 school year in accordance with Section 22.1-76 of the Code of Virginia.

Agenda Report

Date: 07/16/19

Agenda Number: C-2

Attachments: No

From: School Board Chair

Subject: Election of the Vice Chair of the School Board: 2019-20

Summary/Description:

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2019-20 school year. The process of reorganization requires the election of the vice chair of the school board for 2019-20.

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

Recommendation:

The school board chair recommends that the school board elect a vice chair of the school board for the 2019-20 school year in accordance with Section 22.1-76 of the Code of Virginia.

Agenda Report

Date: 07/16/18

Agenda Number: C-3

Attachments: No

From: School Board Chair

Subject: Appointment of the Clerk and Deputy Clerk: 2019-20

Summary/Description:

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2019-20 school year. The process of reorganization requires that the school board appoint a clerk and may appoint a deputy clerk for terms of one year.

The superintendent recommends the following appointments:

Clerk of the School Board

R. Denise Spinner

Deputy Clerk of the School Board

Barbara W. Saunders

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

Recommendation:

The school board chair recommends that the school board appoint R. Denise Spinner as the clerk of the school board and Barbara W. Saunders as the deputy clerk of the school board for 2019-20.

Agenda Report

Date: 07/10/18

Agenda Number: C-4

Attachments: Yes

From: School Board Chair

Subject: Appointment of the Agent and Deputy Agent: 2019-20

Summary/Description:

In accordance with Section 22.1-122 (B) of the Code of Virginia, it is necessary that the school board reorganize for the 2019-20 school year. The process of reorganization requires that the school board appoint an agent and may appoint a deputy agent for terms of one year. The agent for the school board has the authority to open accounts on behalf of LCS

The superintendent recommends the following appointments:

Agent for the School Board

Ben W. Copeland

Deputy Agent for the School Board

Kimberly D. Lukanich

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

Recommendation:

The school board chair recommends that the school board appoint Ben W. Copeland as the agent and Kimberly D. Lukanich as deputy agent for the school board for 2019-20.

Agenda Report

Date: 07/16/19

Agenda Number: C-5

Attachments: No

From: School Board Chair

Subject: Appointment of the Designee of the Division Superintendent: 2019-20

Summary/Description:

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2019-20 school year. The process of reorganization requires that the school board approve a designee of the division superintendent to attend meetings of the school board in the absence or inability to attend by the superintendent.

The superintendent recommends Ben W. Copeland, deputy superintendent, as her designee.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The school board chair recommends that the school board appoint Ben W. Copeland, as designee of the division superintendent for the 2019-20 school year.

Agenda Report

Date: 07/16/19

Agenda Number: C-6

Attachments: No

From: School Board Chair

Subject: Dates, Meeting Time, and Location for the School Board Meetings: 2019-20

Summary/Description:

Annually, the school board establishes the meeting dates, time, and location for the regular school board meetings. During the 2018-19 school year, the school board conducted its meetings on the first Tuesday of each month, beginning at 5:30 p.m. in the Board Room at the School Administration Building. With school board approval, meetings for 2019-20 will follow the 2018-19 schedule with the exception of November 6, 2019, and January 14, 2020.

August 6, 2019	September 3, 2019	October 1, 2019
November 6, 2019	December 3, 2019	January 14, 2020
February 4, 2020	March 3, 2020	April 7, 2020
May 5, 2020	June 2, 2020	July 14, 2020

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The school board chair recommends that the school board establish the dates, time, and location for the school board meetings for the 2019-20 school year.

Agenda Report

Date: 07/16/19

Agenda Number: C-7

Attachments: No

From: School Board Chair

Subject: Election of School Board Representative: LAUREL School Board

Summary/Description:

Each school year the school board elects a school board member to represent the Lynchburg City Schools on the LAUREL School Board. In addition, the school board elects an alternate member to represent the school division as necessary.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The school board chair recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the LAUREL School Board.

Agenda Report

Date: 07/16/19

Agenda Number: C-8

Attachments: No

From: School Board Chair

Subject: Election of School Board Representative: Central Virginia Governor's School for Science and Technology Governing Board

Summary/Description:

The school board elects a school board member to represent the Lynchburg City Schools on the Central Virginia Governor's School for Science and Technology Governing Board each year. In addition, the school board elects an alternate to represent the school division as necessary.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The school board chair recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the Central Virginia Governor's School for Science and Technology Governing Board.

Agenda Report

Date: 07/16/19

Agenda Number: C-9

Attachments: No

From: School Board Chair

Subject: Election of School Board Representative: Governor's Regional XLR8 STEM Academy

Summary/Description:

The school board elects a school board member to represent the Lynchburg City Schools on the Governor's Regional XLR8 STEM Academy Governing Board each year. In addition, the school board elects an alternate to represent the school division as necessary.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The school board chair recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the Governor's Regional XLR8 STEM Academy Governing Board.

Agenda Report

Date: 07/16/19

Agenda Number: C-10

Attachments: No

From: School Board Chair

Subject: Election of School Board Representative: Legislative Advocacy & Community Relations Committee

Summary/Description:

The school board will elect three school board members to represent the Lynchburg City Schools on the Legislative Advocacy & Community Relations Committee each year. In addition, the school board elects an alternate to represent the school division as necessary.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The school board chair recommends that the school board elect four members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on Legislative Advocacy & Community Relations Committee.

Agenda Report

Date: 07/16/19

Agenda Number: C-11

Attachments: No

From: School Board Chair

Subject: Election of School Board Representative: Finance Committee

Summary/Description:

The school board will elect three school board members to represent the Lynchburg City Schools on the Finance Committee. In addition, the school board elects an alternate to represent the school division as necessary.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The school board chair recommends that the school board elect four members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the Finance Committee

Agenda Report

Date: 07/16/19

Agenda Number: C-12

Attachments: Yes

From: School Board Chair

Subject: School Board Governance Norms and Protocols

Summary/Description:

The Lynchburg City School Board, through a professional development activity conducted by the Virginia School Boards Association, developed Governance Norms and Protocols, which were approved on October 2, 2018. This document, which appears as an attachment to this agenda report, provides clear guidelines and procedures for all aspects of board communication, school board meeting agenda development, interactions with the school community, professional development, and the evaluation of the superintendent and itself.

The school board will review the Governance Norms and Protocols during this presentation.

Disposition: Action
 Information
 Action at Meeting on: August 6, 2019

Recommendation:

The school board chair recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 6, 2019.

Lynchburg City School Board

Governance Norms & Protocols

We agree to employ the following norms in all our interactions:

- **We will hear each opinion, but ultimately act as one.** We will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. We will help each other to depersonalize disagreements. Once we reach a decision or compromise as a board, we will each support the will of the board in word and deed.
- **The chairman (or designee) will speak as the official voice of the board.** A single board member will not represent the board without the consent of the board, and board members making personal statements (in any format, including speeches, articles, social media posts, etc.) should clearly state that these statements are their opinion and not the position of the board.
- **We will be mindful of the different roles and responsibilities throughout the school system and maintain a focus on policy and governance.**
- **We will be aware of the different roles that we play as individuals (board member, citizen, parent, etc.).**
- **We will be focused on our work as a board and not interfere with the day-to-day operations of the school system, which is the responsibility of the superintendent.**
- **We will maintain open communication with each other, the administration, and the community-at-large.** Information shared with one board member will be shared with all members. If considerable work or time is required to generate data, the full board must endorse the request.

We agree to follow the following protocols:

<p>Developing the board agenda</p>	<p>Superintendent develops the draft agenda and provides to the chairman for review prior to distribution.</p> <p>Timing Considerations</p> <p>Step 1: The “working draft” (minus supporting documents) provided to the chairman one week prior to agenda distribution for initial feedback.</p> <p>Step 2: The draft agenda (with supporting documents) provided to the chairman one day prior to agenda distribution for final review.</p> <p>Step 3: The final agenda will be distributed to the board on the Thursday prior to the meeting.</p>
<p>Placing items on the board meeting agenda</p>	<p>Requests to add items to the agenda should be submitted in a timely manner to the board chairman and superintendent. The chairman or superintendent will respond to the requesting board member regarding the status of the request prior to the publication of the agenda.</p> <p>Policy BDDC</p>
<p>Obtaining information or clarification about board meeting agenda items before the meeting</p>	<p>Requests for information/clarification should be directed to the superintendent. Responses will be sent to all board members.</p>
<p>Responding to staff or community complaints at board meetings</p>	<p>The board does not respond to public comment at the meetings. The chairman will send a written response/ acknowledgement.</p>
<p>Responding to staff or community complaints outside of board meetings</p>	<p>Limit discussion, advise person of chain of communication and notify superintendent.</p>
<p>Communications between and among board members</p>	<p>1-on-1 communication. E-mail (no “reply all”). Phone calls.</p>

<p>Communications between board members and the superintendent</p>	<p>As appropriate, superintendent will Cc other board members when responding to requests for information by an individual board member.</p> <p>Friday Memo</p> <p>Individual calls, e-mails, meetings, as needed.</p> <p>Quarterly 1-on-1.</p>
<p>Communications between board members and staff (including requests for information)</p>	<p>Communication should be directed to the superintendent, who will then direct staff, as appropriate.</p> <p>Information request responses will be sent to all board members.</p>
<p>Assignment of committee members</p>	<p>Volunteer, by interest. If needed, chairman will assign. Seniority given to board service.</p>
<p>Committee reporting expectations</p>	<p>The chairman of the committee will report at each board meeting.</p>
<p>Responding to media inquiries</p>	<p>The chairman, or board designee, is the official media spokesperson for the board.</p>
<p>Use of social media</p>	<p>Board members are encouraged to share official LCS content.</p> <p>**Board members should not create/alter content regarding the division or speak/post on behalf of the board.</p> <p>**Discussion re: being Facebook friends with fellow board members.</p>
<p>How, when and whom to notify about visiting school sites</p>	<p>Requests for official school visits should be coordinated with the principal and superintendent Cc'd.</p>
<p>How, when and whom to notify about volunteering in schools or at school events</p>	<p>Board members will notify the superintendent.</p>
<p>How, when and whom to notify about attending school events</p>	<p>Encouraged. No notification required.</p>

(concerts, sporting events, etc.)	
Expectations for participation in professional development	In accordance with the Code of Virginia §22.1-253.13:5 (A) and (D)
Expectations for participation in meetings and conferences	In accordance with the Code of Virginia 22.1-253.13:5 (A) and (D)
When and how the board evaluates the superintendent	In accordance with the Superintendent’s Evaluation Document adopted by the Lynchburg City School board on August 20, 2013.
When and how the board conducts a self-evaluation	The school board conducts a self-evaluation annually.
When and how the board monitors and updates the strategic plan	The school board will review the strategic plan on an ongoing basis.

Violation of these norms and protocols will result in the following actions:

VIOLATION 1

Through consensus, the chairman speaks with school board member.

VIOLATION 2

Through consensus, the chairman sends a letter to the school board member.

Agenda Report

Date: 07/16/19

Agenda Number: D-1

Attachments: No

From: School Board Chair

Subject: Public Comments

Summary/Description:

In accordance with Policy BDDH Public Participation, the school board welcomes requests and comments as established in the guidelines within that policy. Individuals who wish to speak before the school board shall have an opportunity to do so at this time.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 07/16/19

Agenda Number: E-1

Attachments: No

From: Crystal M. Edwards, Superintendent

Subject: Resolution of Recognition

Summary/Description:

During this presentation, the school board will recognize Charleta F. Mason for her years of service as a member of the Lynchburg City School Board. Ms. Mason has served as a school board member for a total of three years.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the resolution of recognition for Charleta F. Mason.

Agenda Report

Date: 07/16/19

Agenda Number: F-1

Attachments: Yes

From: Crystal M. Edwards, Superintendent Dr.
George V. Hellman, Financial Consultant

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the FY2018-19 school's operating budget, authorized, approved, and processed the necessary payments through May 31, 2019. 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, 2019 for the operating fund.

Total Operating Fund Budget	\$ 97,672,407.00
Insurance Proceeds	\$ 3,625.00
Additional State CTE Funds	\$ 6,028.74
Fund Balance Return	\$ 350,000.00
Prior Year Funds Encumbered	\$ 187,785.76
Textbook Reserve Withdrawal	\$ 736,573.00
Adjusted Operating Budget	<u>\$ 98,956,419.50</u>

Through May 31, 2019	
Actual Revenue Received	\$ 76,478,014.53
Actual Expenditures	\$ 79,629,579.67
Actual Encumbered	\$ 4,902,165.40

Percent of Budget Received	77.28%
Percent of Budget Used, excluding encumbrances	80.47%
As of 05/31/19 – 11 months	91.67%

The revenue and expenditure reports detail the transactions recorded through May 31, 2019. 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 Eleven Months Ending May 31, 2019

	Fiscal Year 2018-19				
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET % USED
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET % USED
INSTRUCTION					
FUNCTION 1100 CLASSROOM INSTRUCTION					
Personnel	50,045,414.76	41,248,838.94	82.42%	7,249,294.85	1,547,280.97
Other	5,832,567.61	3,159,156.66	54.16%	1,304,552.14	1,368,858.81
FUNCTION 1200 INST SUPPORT-STUDENT					
Personnel	3,793,495.74	3,291,413.69	86.76%	519,524.43	(17,442.38)
Other	205,398.48	69,752.08	33.96%	27,083.95	108,562.45
FUNCTION 1300 INST SUPPORT-STAFF					
Personnel	3,617,176.10	3,111,112.41	86.01%	402,398.45	103,665.24
Other	750,583.78	517,758.73	68.98%	36,662.97	196,162.08
FUNCTION 1400 INST SUPPORT-SCHOOL ADMIN					
Personnel	5,742,468.21	5,047,813.04	87.90%	585,749.14	108,906.03
Other	286,686.88	177,098.91	61.77%	70,988.20	38,599.77
TOTAL INSTRUCTION	70,273,791.56	56,622,944.46	80.57%	10,196,254.13	3,454,592.97
ADMINISTRATION					
FUNCTION 2100 ADMINISTRATION					
Personnel	3,180,490.66	2,078,895.18	65.36%	169,148.66	932,446.82
Other	1,379,534.25	1,000,096.20	72.50%	231,343.31	148,094.74
FUNCTION 2200 ATTENDANCE & HEALTH SERV					
Personnel	2,268,131.63	1,556,246.93	68.61%	326,195.06	385,689.64
Other	111,410.65	43,520.12	39.06%	16,461.17	51,429.36
TOTAL ADMINISTRATION	6,939,567.19	4,678,758.43	67.42%	743,148.20	1,517,660.56
PUPIL TRANSPORTATION					
FUNCTION 3100 MANAGEMENT & DIRECTION					
Personnel	400,936.01	322,630.91	80.47%	26,062.98	52,242.12
Other	32,340.66	27,340.07	84.54%	73,179.35	(68,178.76)
FUNCTION 3200 VEHICLE OPERATION SERVICE					
Personnel	3,076,134.59	2,646,034.17	86.02%	287,135.97	142,964.45
Other	896,916.63	819,067.78	91.32%	22,104.10	55,744.75
FUNCTION 3300 MONITORING SERVICE					
Personnel	807,288.88	558,560.93	69.19%	80,156.25	168,571.70
FUNCTION 3400 VEHICLE MAINT SERVICE					
Personnel	369,098.96	324,898.18	88.02%	26,229.67	17,971.11
Other	454,700.00	340,654.42	74.92%	88,570.73	25,474.85
FUNCTION 3500 BUS PURCHASE - REGULAR					
Personnel	542,990.00	510,990.00	0.00%	1,197,687.00	314,688%
Other					5/21 board approved
TOTAL PUPIL TRANSPORTATION	6,580,405.73	5,550,176.46	84.34%	1,801,126.05	(770,896.78)
					6/9 Transfer posted

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Eleven Months Ending May 31, 2019

		Fiscal Year 2018-19				BUDGET	BUDGET %	BUDGET	BUDGET %
		BUDGET	TRANSACTIONS	BUDGET %	ENCUMBRANCES	AVAILABLE	USED	USED	
OPERATIONS & MAINTENANCE									
FUNCTION 4100	MANAGEMENT & DIRECTION								
	Personnel	292,904.20	268,767.49	91.76%	24,277.46	(140.75)	100.05%		
	Other	27,500.00	19,507.42	70.94%	5,577.40	2,415.18	91.22%		
FUNCTION 4200	BUILDING SERVICES								
	Personnel	4,559,981.28	4,019,754.50	88.15%	324,957.09	215,269.69	95.28%		
	Other	5,354,459.08	4,269,643.21	79.74%	972,517.08	112,298.79	97.90%		
FUNCTION 4300	GROUNDS SERVICES								
	Personnel	267,241.03	238,328.37	89.18%	22,902.34	6,010.32	97.75%		
	Other	42,500.00	25,646.27	60.34%	743.80	16,109.93	62.09%		
FUNCTION 4400	EQUIPMENT SERVICES								
	Other	64,500.00	54,282.72	84.16%	1,376.07	8,841.21	86.29%		
FUNCTION 4500	VEHICLE SERVICES								
	Other	155,466.38	154,476.71	99.36%	0.00	989.67	99.36%		
FUNCTION 4600	SECURITY SERVICES								
	Personnel	31,764.37	17,866.10	56.25%	2,630.33	11,267.94	64.53%		
	Other	402,833.00	316,603.43	78.59%	28,359.91	57,869.66	85.63%		
FUNCTION 4700	WAREHOUSING SERVICES								
	Personnel	9,163.34	6,144.66	67.06%	0.00	3,018.68	67.06%		
	TOTAL OPERATIONS & MAINTENANCE	11,208,312.68	9,391,020.88	83.79%	1,383,341.48	433,950.32	96.13%		
Other Non-Instructional Operations									
FUNCTION 5000	Non-Instructional Operations - Other	20,376.12	10,752.36	52.77%	0.00	9,623.76	52.77%		
	TOTAL Non-Instructional Operations	20,376.12	10,752.36	52.77%	0.00	9,623.76	52.77%		
FACILITIES									
FUNCTION 6200	SITE IMPROVEMENTS								
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%		
FUNCTION 6600	BLDG ADD & IMP SERVICES								
	Personnel	34,335.55	17,997.92	52.42%	0.00	16,337.63	52.42%		
	Other	20,000.00	0.00	0.00%	0.00	20,000.00	0.00%		
	TOTAL FACILITIES	54,335.55	17,997.92	33.12%	0.00	36,337.63	33.12%		
DEBT SERVICE									
FUNCTION 7100	DEBT SERVICE - Other	0.00	0.00	0.00%	0.00	0.00	0.00%		
	TOTAL DEBT SERVICE	0.00	0.00	0.00%	0.00	0.00	0.00%		
TECHNOLOGY									
FUNCTION 8100	CLASSROOM INSTRUCTION								
	Personnel	1,730,014.75	1,540,236.62	89.03%	172,308.95	17,469.18	98.99%		
	Other	400,393.01	228,816.04	57.15%	18,417.11	153,159.86	61.75%		
FUNCTION 8200	INTRUCTIONAL SUPPORT								
	Personnel	465,017.02	402,362.53	86.53%	32,591.57	30,062.92	93.54%		
	Other	1,281,379.89	1,177,493.17	91.89%	77,486.94	26,399.78	97.94%		
FUNCTION 8500	PUPIL TRANSPORTATION								
	Other	2,826.00	9,020.80	319.21%	0.00	(6,194.80)	319.21%		
	TOTAL TECHNOLOGY	3,879,630.67	3,357,929.16	86.55%	300,804.57	220,896.94	94.31%		

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Eleven Months Ending May 31, 2019

	BUDGET	TRANSACTIONS	Fiscal Year 2018-19		BUDGET AVAILABLE	BUDGET USED	BUDGET % USED
			BUDGET USED	ENCUMBRANCES			
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION	0.00	0	0.00%	0	0	0	0.00%
FUNCTION 9300 ADMINISTRATION	0.00	0	0.00%	0	0	0	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION	0.00	0	0.00%	0	0	0	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE	0.00	0	0.00%	0	0	0	0.00%
TOTAL CONTINGENCY RESERVES	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
TOTAL OPERATING BUDGET	98,956,419.50	79,629,579.67	80.47%	14,424,674.43	4,902,165.40		95.05%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Eleven Months Ending May 31, 2019

ACCOUNT TITLE	FY 2017-18			FY 2018-19			% RECEIVED
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	
240308 SALES TAX RECEIPTS	(10,614,314.00)	(10,692,439.52)	78,125.52	(10,878,445.00)	(9,090,296.67)	(1,788,148.33)	83.56%
240202 BASIC SCHOOL AID	(21,769,498.00)	(21,765,334.61)	(4,163.39)	(22,885,425.00)	(20,626,647.95)	(2,258,777.05)	90.13%
240207 GIFTED & TALENTED	(243,593.00)	(243,964.00)	371.00	(249,529.00)	(226,144.45)	(23,384.55)	90.63%
240208 REMEDIAL EDUCATION-SOQ	(1,476,782.00)	(1,479,032.00)	2,250.00	(1,492,182.00)	(1,352,342.75)	(139,839.25)	90.63%
240204 REMEDIAL EDUCATION-SUMMER SCHOOL	(164,036.00)	(186,695.00)	22,659.00	(218,153.00)	(107,837.60)	(110,315.40)	49.43%
SUPPL LOTTERY PER PUPIL ALLOCATION	(1,391,118.00)	(1,394,509.00)	3,391.00	(1,677,233.00)	(1,437,496.84)	(239,736.16)	85.71%
COMPENSATION SUPPLEMENT	(231,552.00)	(231,854.00)	302.00	0.00	0.00	0.00	0.00%
240212 SPECIAL ED SOQ	(2,811,468.00)	(2,815,752.00)	4,284.00	(3,044,252.00)	(2,758,960.48)	(285,291.52)	90.63%
240217 VOCATIONAL ED SOQ	(400,913.00)	(401,524.00)	611.00	(628,813.00)	(569,883.40)	(58,929.60)	90.63%
240221 SOC SEC-INSTR	(1,446,333.00)	(1,448,537.00)	2,204.00	(1,502,164.00)	(1,361,888.64)	(140,275.36)	90.63%
240223 VRS INSTRUCTIONAL	(3,324,028.00)	(3,329,093.00)	5,065.00	(3,318,733.00)	(3,007,718.58)	(311,014.42)	90.63%
240241 GROUP LIFE INST	(96,422.00)	(96,569.00)	147.00	(99,812.00)	(86,422.25)	(13,389.75)	86.59%
240228 READING INTERVENTN	(205,913.00)	(218,393.00)	12,480.00	(219,007.00)	(189,161.53)	(29,845.47)	86.37%
240205 CAT-REG FOSTER	(190,250.00)	(188,242.00)	(2,008.00)	(202,382.00)	(108,797.50)	(93,584.50)	53.76%
240246 CAT-HOMEBOUND	(110,224.00)	(93,733.71)	(16,490.29)	(93,167.00)	(91,105.99)	(2,061.01)	97.79%
240248 REGIONAL TUITION	(1,011,481.00)	(1,002,226.65)	(9,254.35)	(1,233,366.00)	(310,819.94)	(922,546.06)	25.20%
240265 AT RISK SOQ	(1,489,206.00)	(1,520,272.52)	31,066.52	(1,584,718.00)	(1,504,994.83)	(79,723.17)	94.97%
240309 ESL	(154,875.00)	(148,421.87)	(6,453.13)	(154,277.00)	(119,573.49)	(34,703.51)	77.51%
240281 AT RISK 4 YR OLDS	(9,748.88)	(932,488.00)	0.00	(956,491.00)	(782,583.55)	(173,907.45)	81.82%
240252 CTE EQUIPMENT/CTE REV	(57,895.00)	(22,270.85)	12,521.97	(6,028.74)	(24,139.37)	18,110.63	0.00%
240253 CTE OCC PREP	(20,502.00)	(57,397.33)	(497.67)	(48,323.00)	0.00	(48,323.00)	0.00%
MATH/READING INSTR SPECIALISTS	0.00	(20,502.00)	0.00	(41,254.00)	(33,003.20)	(8,250.80)	80.00%
EARLY READING SPECIALISTS INITIATIVE	0.00	0.00	0.00	(82,509.00)	(61,791.77)	(20,717.23)	0.00%
240275 PRIMARY CLASS SIZE	(1,915,875.00)	(1,864,678.00)	(51,197.00)	(1,846,920.00)	(1,468,235.45)	(378,684.55)	79.50%
240214 TEXTBOOKS	(557,117.00)	(557,966.00)	849.00	(502,501.00)	(455,409.21)	(47,091.79)	90.63%
240405 ALGEBRA READINESS	(143,036.00)	(143,035.75)	(0.25)	(145,199.00)	(117,076.09)	(28,122.91)	80.63%
COMMONWEALTH OF VA	(50,768,667.88)	(50,854,930.81)	86,262.93	(53,110,883.74)	(45,891,831.53)	(7,219,052.21)	86.41%
330212 IMPACT AIDPL81-874	(8,500.00)	(9,406.36)	906.36	(8,500.00)	(13,477.01)	4,977.01	158.55%
180303 MEDICAID REIMBURSE	(350,000.00)	(618,643.34)	268,643.34	(350,000.00)	(232,927.59)	(117,072.41)	66.55%
JR ROTC	(105,000.00)	(132,235.20)	27,235.20	(105,000.00)	(85,368.57)	(19,631.43)	81.30%
FEDERAL	(463,500.00)	(760,284.90)	296,784.90	(463,500.00)	(331,773.17)	(131,726.83)	71.58%

Agenda Attachment

Item: F-1

Lynchburg City Schools
Operating Fund - Statement of Revenue
For the Eleven Months Ending May 31, 2019

	FY 2017-18			FY 2018-19				
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(42,028,498.00)	(42,028,498.00)	0.00	100.00%	(43,115,071.00)	(28,786,573.00)	(14,328,498.00)	66.77%
510500 FUND BALANCE RETURN	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
HEALTH INSURANCE RESERVE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
510500 USE OF CIP FUNDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
CITY	(42,028,498.00)	(42,028,498.00)	0.00	100.00%	(43,115,071.00)	(28,786,573.00)	(14,328,498.00)	66.77%
189912 MISC REV/OTH FUNDS	(75,000.00)	(34,511.37)	(40,488.63)	46.02%	(55,000.00)	(105,602.66)	50,602.66	192.00%
180303 REBATES & REFUNDS	(86,250.00)	(34,183.73)	(52,066.27)	39.63%	(86,250.00)	(107,753.99)	21,503.99	124.93%
189903 DONATIONS & SP GF	(5,512.50)	(6,312.50)	800.00	0.00%	0.00	0.00	0.00	0.00%
189909 SALE OTHER EQUIP	(16,500.00)	(28,500.00)	12,000.00	172.73%	(10,000.00)	(5,100.00)	(4,900.00)	51.00%
189910 INSURANCE ADJUST	(133,833.00)	(66,047.14)	(67,785.86)	49.35%	(8,625.00)	(3,625.00)	(5,000.00)	42.03%
E RATE REIMBURSEMENT	(203,500.00)	(154,964.51)	(48,535.49)	76.15%	(80,000.00)	(79,940.94)	(59.06)	99.93%
MISCELLANEOUS	(520,595.50)	(324,519.25)	(196,076.25)	62.34%	(239,875.00)	(302,022.59)	62,147.59	125.91%
150201 RENTS - LAUREL	(123,000.00)	(123,000.00)	0.00	100.00%	(123,000.00)	(123,000.00)	0.00	100.00%
150201 RENTS - CVGS	0.00	(43,000.00)	43,000.00	100.00%	(43,000.00)	(43,000.00)	0.00	0.00%
161201 TUITION DAY SCHOOL	(80,000.00)	(106,126.60)	26,126.60	132.66%	(100,000.00)	(121,438.72)	21,438.72	121.44%
161206 TUITION ADULT	(20,000.00)	(27,885.00)	7,885.00	139.43%	(25,000.00)	(15,015.00)	(9,985.00)	60.06%
161207 TUITION SUMMER SCH	(25,000.00)	(43,442.53)	18,442.53	173.77%	(30,000.00)	(31,690.00)	1,690.00	105.63%
161202 SPEC PUPIL FEES	(31,000.00)	(16,758.86)	(14,241.14)	54.06%	(25,000.00)	(35,597.25)	10,597.25	142.39%
161205 BUS RENTAL	(325,000.00)	(430,608.70)	105,608.70	132.49%	(325,000.00)	(363,566.89)	38,566.89	111.87%
190101 TUIT FM OTH CO/CY	(500,000.00)	(575,177.76)	75,177.76	115.04%	(600,000.00)	0.00	(600,000.00)	0.00%
161201 DUAL ENROLLMENT	(185,000.00)	(146,043.00)	(38,957.00)	78.94%	(150,000.00)	0.00	(150,000.00)	0.00%
PRINT SHOP	(65,000.00)	(55,337.83)	(9,662.17)	85.14%	(50,000.00)	(46,693.13)	(3,306.87)	93.39%
SCHOOL NUT UTILITIES	(90,000.00)	(80,411.32)	(9,588.68)	89.35%	(90,000.00)	(42,746.37)	(47,253.63)	47.50%
FACILITY RENTALS	(50,000.00)	(128,490.38)	78,490.38	256.98%	(75,000.00)	(106,534.35)	31,534.35	142.05%
INDIRET COSTS	(200,000.00)	(171,787.64)	(28,212.36)	85.89%	(203,304.00)	(236,532.53)	33,228.53	116.34%
CHARGES FOR SERVICES	(1,694,000.00)	(1,948,069.62)	254,069.62	115.00%	(1,839,304.00)	(1,165,814.24)	(673,489.76)	63.38%
DESIGNATION - ENCUMBRANCES	(1,275,388.88)	0.00	(1,275,388.88)	0.00%	(187,785.76)	0.00	(187,785.76)	0.00%
TOTAL OPERATING FUND	(96,750,650.26)	(95,916,302.58)	(834,347.68)	99.14%	(98,956,419.50)	(76,478,014.53)	(22,478,404.97)	77.28%

	Original budget	Adjusted Budget
Prior Year Encumbrance	\$ 1,275,388.88	\$ 97,672,407.00
Addtl funding - CTE equipment	\$ 9,748.88	\$ 6,028.74
Sale of Bus Proceeds	\$ 13,500.00	\$ 350,000.00
E-rate - Shentel	\$ 88,000.00	\$ 187,785.76
Insurance Proceeds	\$ 33,833.00	\$ 3,625.00
Restricted Donation	\$ 5,512.50	\$ 736,573.00
Adjusted Budget	\$ 96,750,650.26	\$ 98,956,419.50

Agenda Report

Date: 07/16/19

Agenda Number: G-2

Attachments: Yes

From: Crystal M. Edwards, Superintendent

Subject: Personnel Report

Summary/Description:

The personnel recommendations for June 18, 2019 – July 16, 2019 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 18, 2019 – July 16, 2019.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2019-2020:				
Callahan Jeryl	Lynchburg University of	BA / 17 yrs (Lv. 17 3)	R.S. Payne Elementary Go Center Teacher	08-05-2019
Childress Gregory	JMU	BA / 0 yrs (Lv. 0 4)	Sheffield Elementary School Strings Teacher	08-05-2019
Clay Teresita	Grand Canyon University	BA / 0 yrs (Lv. 0 1)	Sandusky Middle School Math Teacher	08-05-2019
Clifford-Wilson Rachel	Lynchburg University of	MA / 11 yrs (Lv. 11 3)	Dunbar Middle School History Teacher	08-05-2019
Giambrone Jason	Liberty University	ED.S / 3 yrs (Lv. 3 2)	Family Insight Lead Alt Ed Teacher	08-05-2019
Kerr Samuel	Liberty University	BA / 2 yrs (Lv. 2 4)	Linkhorne Elementary School 3 rd Grade Teacher	08-05-2019
Smith Meg	UVA	BA 0 yrs (Lv. 0 3)	Bedford Hills Elementary Special Education Teacher	08-05-2019
Spangler Emily	Radford University	BA / 0 yrs (Lv. 0 3)	R.S. Payne Elementary School Pre-k Teacher	08-05-2019
Whiting Jamie	Purdue University	BA / 0 yrs (Lv. 0 3)	Dearington Elementary 5 th Grade Teacher	08-05-2019

RESIGNATIONS:

Dorner Melissa	UNC Wilmington	BA / 6 yrs (Lv. 6 3)	Sandusky Elementary School 3 rd Grade Teacher	06-01-2019
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RETIREMENTS:

NONE

LEAVE OF ABSENCE:

NONE

Agenda Report

Date: 07/16/19

Agenda Number: K-1

Attachments: No

From: School Board Chair

Subject: Appointment of Members Onto the Future of Education in the City of Lynchburg: PreK-12 and Beyond Task Force

Summary/Description:

The school board needs to appoint two board members to serve on the Future of Education in the City of Lynchburg: PreK-12 and Beyond Task Force as well as approve the Charter. This Task Force will also have two members from the City Council as well as community members.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The school board chair recommends that the school board approve a motion to appoint two board members to serve on the Future of Education in the City of Lynchburg: PreK-12 and Beyond Task Force as well as approve the attached Charter.

Task Force on the Future of Education in the City of Lynchburg: PreK-12 and Beyond

CHARTER**Mission**

The Task Force shall gather information, engage the public in conversation, conduct thorough analysis, and forward actionable recommendations to the School Board with the goal of aligning future educational programming, operational strategies, and capital improvement decisions of the Lynchburg City Schools with the long-term success of the City and community. This will be accomplished through thoughtful consideration of the community's changing educational environment, national leading practices in urban education, and a focus on leveraging all available resources of the City and community as we prepare the next generations to be contributing and thriving members of our community. The work of this Task Force will be informed by the Lynchburg City Schools new strategic plan. Ultimately, the Task Force's final product will inform the development of future strategic plans for both City and Schools functions.

Values

The final work product of the Task Force should have the following characteristics:

1. Final recommendations are visionary, inclusive, focused on building a strong community, and represent a holistic and strategic reset towards the long-term strength of our community.
2. Analyses of present conditions are rigorously data-driven, considering both qualitative and quantitative information. The Task Force is charged with proactively engaging with the diverse members of the community to ensure that a wide variety of perspectives are considered as analyses are conducted and recommendations are drafted.
3. Recommended interventions are evidence-based, designed to address concerns identified during present conditions analyses, and inclusive of established City and School System strategic plans; recommendations represent steps along a clear path to where the City and Schools system are headed together.
4. Includes a purposeful discussion of how all City functions contribute to public education in Lynchburg and how public education substantively and strategically contributes to the long-term strength of the family, the neighborhood, the community, and the economy.
5. Final recommendations consciously address the financial realities of the City and the community's ability to pay; interventions are feasible and actionable; recommendations include an analysis of costs and benefits to the community.

Scope of Activity and Responsibility

The Task Force will study a variety of issues facing the educational environment in the City. In doing so, it will create subcommittees that will carry out the effort of gathering information and analyzing data balanced with practical day to day experiences of educators and students in the classroom to create recommendations for future directions. Subcommittee work will be synthesized into a final report for consideration by the School Board and, ultimately, City Council.

The Task Force has no final authority to make final decisions, but rather is designed to facilitate the effort of identifying options, clarifying implications of various options, and analyzing the impact of possible future courses of action. The Lynchburg City School Board maintains the sole authority to make strategic, programmatic, and financial decisions for the school system. The Lynchburg City Council serves as the sole authority to make funding decisions based on the School Board's recommendations.

Both City of Lynchburg and Lynchburg City Schools staff will be responsive and transparent in responding to requests of the Task Force. In the event the Task Force does not receive information requested of staff in a timely manner, the Task Force Chair should be notified and will discuss any concerns with either the Superintendent or City Manager.

Task Force leadership will make periodic reports to joint City Council and School Board meetings to keep those bodies apprised of its progress. The Task Force and its subcommittees may engage content experts on specific issues and engage in community dialogue as it deems appropriate to this effort.

Composition and Membership*Organization and Leadership*

The Task Force Steering Committee will consist of a chairperson and vice chairperson with community leadership experience, appointed by City Council, two members of City Council chosen by City Council, and two members of the School Board chosen by the School Board. Once the Task Force is formed, the Steering Committee members will continue as members of the Task Force. Additionally, the Steering Committee chairperson and vice chairperson, as appointed by City Council and the School Board, will continue in those positions with the Task Force. All members of the Task Force have equal input into the conclusions and recommendations of the Task Force. The chairperson and vice chairperson will have organizational duties, but will have no additional authority on the Task Force.

Task Force

The Task Force will be composed of sixteen total members including the Steering Committee. In addition to the six Steering Committee members, ten members will be selected by the Steering Committee with input from the City Council and the School Board. The Steering Committee will appoint the subcommittee chairs and alternates. Attention will be given to ensuring the Task Force is inclusive and reflective of the City's demographic.

Subcommittee Objectives and Deliverables

The five initial subcommittees will include and have the following initial study objectives and deliverables:

1. **Enrollment Trends and Demographics** – will study trends related to socioeconomic characteristics, educational and support needs, and other school, home, and community factors that affect the school system’s strategic and programmatic decisions. Additionally, this subcommittee will evaluate reasons for declining enrollment in Lynchburg City Schools.

Deliverable: This subcommittee is tasked with providing empirical information to other subcommittees to inform their recommendations.

2. **Operations, Facilities, and Consolidation** – will study the present conditions, capacity, and longevity of school buildings, evaluate opportunities to streamline support functions, evaluate the opportunity to consolidate existing facilities where appropriate, and explore options to build new school facilities that support educational programs.

Deliverable: This subcommittee will provide a report evaluating opportunities for re-engineering of operations and consolidation of existing facilities between the City and Schools.

3. **Leading Practices in Education** – will study emerging trends in a diverse educational environment and identify opportunities for Lynchburg to expand and enhance current practice and to take advantage of successes of other school systems. This subcommittee will also conduct research on best and leading practices in preparing educators and families on how to achieve positive outcomes for students in a diverse educational environment.

Deliverable: This subcommittee will create a report outlining strategies that may assist with specific challenges identified by the Task Force that address the City’s diverse educational environment.

4. **Programming and Collaboration Opportunities** – will study strengths and opportunities in the school and community’s programmatic structure in the areas of academic opportunities, athletics, arts, vocational training, and other areas. Additionally, this subcommittee will identify opportunities for collaboration with City departments and outside partners to enhance the programmatic offerings and, ultimately, outcomes for children who attend Lynchburg City Schools.

Deliverable: This subcommittee will make recommendations regarding future programmatic opportunities and eliminating practices that may not yield impactful results.

- 5. **Finance** – will study the School System’s financial structure and long-range financial sustainability. Additionally, this subcommittee will be responsible for studying opportunities for the alignment and complementary nature of the School System’s and the City’s budget process and exploring opportunities for continued and future financial investment in the Lynchburg City Schools.

Deliverable: This subcommittee will evaluate the financial feasibility of various initiatives proposed by those subcommittees and create a fifteen-year operating and capital improvement program forecast.

The Task Force has the authority to expand its subcommittee structure, objectives, and deliverables as necessary.

Each subcommittee will be responsible for analyzing issues presented to it by the Task Force from its particular lens. Subcommittees are free to share information and engage in dialogue as their work progresses. The Steering Committee will recruit subcommittee chairpersons and assist the chairpersons in the recruitment of subcommittee members. The ten members of the Task Force chosen by the Steering Committee will be inclusive and reflective of the City’s demographic. Subcommittee chairpersons may organize their subcommittees as they see fit, convene meetings at their own discretion, and work with content experts as necessary. Any funding request from the Task Force must be forwarded to the appropriate staff member(s) for School Board consideration.

Final Work Product

The final Task Force work product will be a report which includes all of the deliverables noted above as well as any additional information the Task Force deems appropriate in creating a road map for the future of public education in the City of Lynchburg. The final report will include a proposed time frame for implementation of Task Force recommendations

Proposed Schedule

This is only a proposed schedule; departure from the delineated timeline may be necessary if the scope of work is more complex or other circumstances intervene.

Task	Completion Date
Steering Committee and Task Force Appointments	July 15, 2019
Subcommittee Member Recruitment	August 15, 2019
Subcommittees Initial Meeting	No later than September 15, 2019
Task Force/Subcommittee Work	September 15, 2019 – August 30, 2020
Interim Report to a Joint Meeting of School Board and City Council	No later than April 15, 2020

Report Writing

October 15, 2020

Delivery of Recommendations to a Joint Meeting of the
School Board and City Council

November 15, 2020

The Task Force results will be used to inform the development of future strategic plans, operating budgets and capital improvement plans, beginning with Fiscal Year 2022.

Staff Support

The Task Force will rely upon appropriate staff support from both the City Manager's Office and Lynchburg City Schools.

Agenda Report

Date: 07/16/19

Agenda Number: K-2

Attachments: No

From: Crystal M. Edwards, Superintendent
Ben W. Copeland, Deputy Superintendent

Subject: Capital Improvement Plan: Administration Building Window Replacement Project

Summary/Description:

The capital improvement plan includes \$525,000 available in construction funding for the replacement of the windows in the Administration Building. The City of Lynchburg Office of Procurement and Purchasing received one bid from Appomattox Glass & Storefront, Inc.

Over the past eight years Appomattox Glass has done the window replacement projects at Bedford Hills Elementary School, Paul Munro Elementary School, Fort Hill Community School, and the installation of all windows at the new Heritage High School. The school administration recommends Appomattox Glass & Storefront, Inc. based on their bid of \$350,273 which was lower than the projected budget allowed.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board authorize the school administration to enter into a contract with Appomattox Glass & Storefront, Inc. in the amount of \$350,273 for the Administration Building window replacement project.

Agenda Report

Date: 07/16/19

Agenda Number: K-3

Attachments: Yes

From: Crystal M. Edwards, Superintendent
LaTonya D. Brown, Director of Student Services

Subject: Lynchburg City School Board Section 7 - Student Policies and Regulations

Summary/Description:

Policies and regulations from the third part of Section 7 - Students for conversion to the Virginia School Board Association (VSBA) formatted policies was reviewed by the Instruction and Program policy workgroup. As a result of this review, some revisions have been made to the VSBA policies and regulations that conform to current state and federal laws and regulations. Legal counsel has also reviewed these policies and regulations. The school administration will provide an overview of those changes and respond to questions during this presentation.

The Instruction and Program workgroup met on May 24, 2019.

Section 7 – Student Policies and Regulations

[\(Please click on link provided for attachment. Hard copy provided to board.\)](#)

Disposition: Action
 Information
 Action at Meeting on: August 6, 2019

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 August 6, 2019.

Agenda Report

Date: 07/16/19

Agenda Number: K-4

Attachments: Yes

From: Crystal M. Edwards, Superintendent

Subject: Lynchburg City School Board Governance Policy Review

Summary/Description:

The Governance Policy Workgroup met on June 3, 2019. The workgroup recommends accepting the changes proposed by VSBA for the following policies:

BBFD – Conflict of Interest and Disclosure of Economic Interests

BDCA – Calling and Certification of Closed Meetings

JFB – Student Involvement in Decision Making

The workgroup recommends board discussion on proposed changes to the following policies:

BDDH/KD – Public Participation at School Board Meetings

The workgroup recommends deleting the paragraph which includes “school board member desires further information...”

The workgroup recommends adding the following paragraph:

Any issue raised by the public which the School Board wishes to consider may be put on the agenda for a future School Board meeting by a majority vote. School board members shall not discuss issues raised by the public except by consent of a majority of the School board members present. Once the School Board has heard a presentation twice from an individual or organization on a particular subject, the individual or organization may not make another presentation on the same subject within three (3) months of the second presentation, except by a majority vote of the members of the School Board present and voting.

Disposition: Action
 Information
 Action at Meeting on: August 6, 2019

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 August 6, 2019.

CONFLICT OF INTERESTS AND DISCLOSURE OF ECONOMIC INTERESTS**A. Purpose**

The Lynchburg City School Board seeks, through the adoption of this policy, to assure that the judgment of its members, officers and employees will be guided by a policy that defines and prohibits inappropriate conflicts and requires disclosure of economic interests, as defined by the General Assembly in the State and Local Government Conflict of Interests Act (the Act).

B. Areas of Regulation

The Act establishes five principal areas of regulation applicable to board members, officers, and employees of the Lynchburg City School Division. They are:

- special anti-nepotism rules relating to School Board members and superintendents of schools
- general rules governing public conduct by School Board members regarding acceptance of gifts and favors
- prohibited conduct regarding contracts
- required conduct regarding transactions
- disclosures required from School Board members

C. Definitions

"Advisory agency" means any board, commission, committee or post which does not exercise any sovereign power or duty, but is appointed by a governmental agency or officer or is created by law for the purpose of making studies or recommendations, or advising or consulting with a governmental agency.

"Affiliated business entity relationship" means a relationship, other than a parent-subsidary relationship, that exists when

- one business entity has a controlling ownership interest in the other business entity;
- a controlling owner in one entity is also a controlling owner in the other entity; or
- there is shared management or control between the business entities.

Factors that may be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person owns or manages the two entities, there are common or commingled funds or assets, the business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis, or there is otherwise a close working relationship between the entities.

"Business" means any individual or entity carrying on a business or profession, whether or not for profit.

"Contract" means any agreement to which a governmental agency is a party, or any agreement on behalf of a governmental agency which involves the payment of money appropriated by the General Assembly or political subdivision, whether or not such agreement is executed in the name of the Commonwealth, or some political subdivision of it.

"Council" means the Virginia Conflict of Interest and Ethics Advisory Council established in Va. Code § 30-355.

"Employee" means all persons employed by a governmental or advisory agency.

"Financial institution" means any bank, trust company, savings institution, industrial loan association, consumer finance company, credit union, broker-dealer as defined in subsection A of Va. Code § 13.1- 501, or investment company or advisor registered under the federal Investment Advisors Act or Investment Company Act of 1940.

"Gift" means any gratuity, favor, discount, entertainment, hospitality, loan~~{,}~~ forbearance, or other item having monetary value. It includes services as well as gifts of transportation, local travel, lodgings, and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred. "Gift" does not include any offer of a ticket, coupon, or other admission or pass unless the ticket, coupon, admission, or pass is used; honorary degrees; any athletic, merit, or need-based scholarship or any other financial aid awarded by a public or private school, institution of higher education, or other educational program pursuant to such school, institution or program's financial aid standards and procedures applicable to the general public; a campaign contribution properly received and reported pursuant to Va. Code § 24.2-945 et seq.; any gift related to the private ~~profession or~~*{profession,}* occupation *{or volunteer service}* of the School Board member or employee or of a member of the School Board member's or employee's immediate family; food or beverages consumed while attending an event at which the School Board member or employee is performing official duties related to his public service; food and beverages received at or registration or attendance fees waived for any event at which the School Board member or employee is a featured speaker, presenter or lecturer; unsolicited awards of appreciation or recognition in the form of a plaque, trophy, wall memento or similar item that is given in recognition of public, civic, charitable or professional service; a devise or inheritance; travel disclosed pursuant to the Campaign Finance Disclosure Act (Va. Code § 24.2-945 et seq.); travel paid for or provided by the government of the United States, any of its territories or any state or any political subdivision of such state; travel related to an official meeting ~~of~~*{of, or any meal provided for attendance at such meeting by}* the Commonwealth, its political subdivisions, or any board, commission, authority, or other entity, or any charitable organization established pursuant to § 501(c)(3) of the Internal Revenue Code affiliated with such entity, to which such person has been appointed or elected or is a member by virtue of his office or employment; *{gifts with a value of less than \$20; attendance at a reception or similar function where food, such as hors d'oeuvres, and beverages that can be conveniently consumed by a person while standing or walking are offered;}* or gifts from relatives or personal friends. For the purpose of this definition, "relative" means the donee's spouse, child, uncle, aunt, niece, nephew or first cousin; a person to whom the donee is engaged to be married; the donee's or donee's spouse's parent, grandparent, grandchild, brother, sister, step-parent, step-grandparent, step-grandchild, step-brother, step-sister, the donee's brother's or sister's spouse*{or the donee's son-in-law or*

daughter-in-law. For the purpose of this definition, “personal friend” does not include any person that the School Board member or employee knows or has reason to know is (a) a lobbyist registered pursuant to Va. Code § 2.2-418 et seq.; (b) a lobbyist’s principal as defined in Va. Code § 2.2-419; or (c) a person, organization or business who is a party to or is seeking to become a party to a contract with the School Board. For purposes of this definition, “person, organization, or business” includes individuals who are officers, directors or owners of or who have a controlling ownership interest in such organization or business.

"Governmental agency" means each component part of the legislative, executive or judicial branches of state and local government, including each office, department, authority, post, commission, committee, and each institution or board created by law to exercise some regulatory or sovereign power or duty as distinguished from purely advisory powers or duties. Corporations organized or controlled by the Virginia Retirement System are "governmental agencies" for purposes of this policy.

"Immediate family" means (i) a spouse and (ii) any other person who resides in the same household as the School Board member or employee and who is a dependent of the School Board member or employee.

"Officer" means any person appointed or elected to any governmental or advisory agency including local school boards, whether or not he receives compensation or other emolument of office.

“Parent-subsidiary relationship” means a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.

"Personal interest" means a financial benefit or liability accruing to a School Board member or employee or to a member of the immediate family of the School Board member or employee. Such interest shall exist by reason of

- ownership in a business if the ownership interest exceeds three percent of the total equity of the business;
- annual income that exceeds, or may reasonably be anticipated to exceed, \$5,000 from ownership in real or personal property or a business;
- salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by a business or governmental agency that exceeds, or may reasonably be anticipated to exceed \$5,000 annually;
- ownership of real or personal property if the interest exceeds \$5,000 in value and excluding ownership in a business, income or salary, other compensation, fringe benefits or benefits from the use of property;
- personal liability incurred or assumed on behalf of a business if the liability exceeds three percent of the asset value of the business; or
- an option for ownership of a business or real or personal property if the ownership interest will consist of the first or fourth bullets above.

"Personal interest in a contract" means a personal interest which an officer or employee has in a contract with a governmental agency, whether due to his being a party to the contract or due to a personal interest in a business which is a party to the contract.

"Personal interest in a transaction" means a personal interest of an officer or employee in any matter considered by his agency. Such personal interest exists when an officer or employee or a member of his immediate family has a personal interest in property or a business, or governmental agency, or represents or provides services to any individual or business and such property, business, or represented or served individual or business ~~is~~

- ~~{is}~~ the subject of the transaction or
- may realize a reasonably foreseeable direct or indirect benefit or detriment as a result of the action of the agency considering the transaction

Notwithstanding the foregoing, such personal interest in a transaction shall not be deemed to exist where (a) an elected member of a local governing body serves without remuneration as a member of the board of trustees of a not-for-profit entity and such elected member or member of his immediate family has no personal interest related to the not-for-profit entity or (b) an officer, employee, or elected member of a local governing body is appointed by the local governing body to serve on a governmental agency, or an officer, employee, or elected member of a separate local governmental agency formed by a local governing body is appointed to serve on a governmental agency, and the personal interest in the transaction of the governmental agency is a result of the salary, other compensation, fringe benefits, or benefits provided by the local governing body or the separate governmental agency to the ~~officer or employee~~ **{officer, employee, elected member or member of his immediate family}**.

"Transaction" means any matter considered by any governmental or advisory agency, whether in a committee, subcommittee, or other entity of that agency or before the agency itself, on which official action is taken or contemplated.

D. Special Anti-Nepotism Rules Relating to School Board Members and Superintendents

1. The School Board may not employ or pay, and the Superintendent may not recommend for employment, the father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law, of the Superintendent or of a School Board member except as authorized in ~~Subsection D-2~~ below. This ~~provision~~ **{prohibition}** does not apply to the employment, promotion, or transfer within the school division, of any person within a relationship described above when such person
 - has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the taking of office of the Superintendent or any member of the Board; or
 - has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the inception of such relationship; or
 - was employed by the School Board at any time prior to June 10, 1994, and had been employed at any time as a teacher or other employee of any Virginia school

board prior to the taking of office of any member of the School Board or Superintendent.

A person employed as a substitute teacher may not be employed to any greater extent than he was employed by the School Board in the last full school year prior to the taking of office of such board member or Superintendent or to the inception of such relationship.

2. Notwithstanding the rules stated in Subsection D.1. above, the School Board may employ or pay, and the Superintendent may recommend for employment, any family member of a School Board member provided that
 - a) • the member certifies that he had no involvement with the hiring decision; and
 - b) • the Superintendent certifies to the remaining members of the school board in writing that the recommendation is based upon merit and fitness and the competitive rating of the qualifications of the individual and that no member of the board had any involvement with the hiring decision.

3. {Notwithstanding the rules stated above, the School Board may employ or pay any family member of the Superintendent provided that

- the Superintendent certifies that he had no involvement with the hiring decision; and***
- the Assistant Superintendent certifies to the members of the School Board in writing that the recommendation is based upon merit and fitness and the competitive rating of the qualifications of the individual and that the Superintendent had no involvement with the hiring decision.}***

~~3-4.~~ No family member (as listed in section D.1., above) of any employee may be employed by the School Board if the family member is to be employed in a direct supervisory and/or administrative relationship either supervisory or subordinate to the employee. The employment and assignment of family members in the same organizational unit is discouraged.

E. General Rules Governing Public Conduct by School Board Members and Employees Regarding Gifts and Favors

1. Prohibited Conduct

No member or employee of the board, shall

- solicit or accept money, or anything else of value, for services performed within the scope of his or her official duties other than his or her regular compensation, expenses or other remuneration;
- offer or accept money, or anything else of value, for or in consideration of obtaining employment, appointment, or promotion of any person in the school division;

- offer offer or accept any money or anything else of value for or in consideration of the use of his public position to obtain a contract for any person or business with the school division;
- use for his or her own economic benefit, or anyone else's, confidential information gained by reason of his or her office, and which is not available to the public;
- accept any money, loan, gift, favor, service or business or professional opportunity that reasonably tends to influence him or her in the performance of his or her official duties;
- accept any business or professional opportunity when he or she knows that there is a reasonable likelihood that the opportunity is being afforded him or her to influence his or her conduct in the performance of official duties;
- accept a gift from a person who has interests that may be substantially affected by the performance of the School Board member's or employee's official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the Board member's or employee's impartiality in the matter affecting the donor;
- accept gifts from sources on a basis so frequent as to raise an appearance of the use of his or her public office or employment for private gain; or
- use his or her public position to retaliate or threaten to retaliate against any person for expressing views on matters of public concern or for exercising any right that is otherwise protected by law, provided, however, that this prohibition shall not restrict the authority of any public employer to govern conduct of its employees, and to take disciplinary action, in accordance with applicable law.

2. Prohibited Gifts

For purposes of this subsection:

“Person, organization or business” includes individuals who are officers, directors or owners of or who have a controlling ownership interest in such organization or business.

“Widely attended event” means an event at which at least 25 persons have been invited to attend or there is a reasonable expectation that at least 25 persons will attend the event and the event is open to individuals (i) ~~who share a common interest,~~ (ii) who are members of a public, civic, charitable or professional organization, ~~(iii)~~ **{(ii)}** who are from a particular industry or profession or ~~(iv)~~ **{(iii)}** who represent persons interested in a particular issue.

School Board members and employees required to file a Statement of Economic Interests as prescribed in VA. Code § 2.2-3117 and members of their immediate families shall not solicit, accept or receive any single gift with a value in excess of \$100 or any combination of gifts with an aggregate value in excess of \$100 within any calendar year for the School Board member or employee or a member of the School Board or employee's immediate family from any person that the School Board member or employee or a member of the School Board's or employee's immediate family knows or has reason to know is (i) a lobbyist registered pursuant to Va. Code § 2.2-418 et seq.; (ii) a lobbyist's principal as defined in Va. Code § 2.2-419; or (iii) a person, organization, or business who is or is seeking to become a party to a contract with the School

Board. Gifts with a value of less than \$20 are not subject to aggregation for purposes of this prohibition.

Notwithstanding the above, School Board members and employees required to file a Statement of Economic Interests and members of their immediate families may accept or receive

- a gift of food and beverages, entertainment or the cost of admission with a value in excess of \$100 when such gift is accepted or received while in attendance at a widely attended event and is associated with the event. Such gifts shall be reported on the Statement of Economic Interests;
- a gift from a foreign dignitary with a value exceeding \$100 for which the fair market value or a gift of greater or equal value has not been provided or exchanged. Such gift shall be accepted on behalf of the Commonwealth or a locality and archived in accordance with guidelines established by the Library of Virginia. Such gift shall be disclosed as having been accepted on behalf of the Commonwealth or a locality, but the value of such gift shall not be required to be disclosed;
- certain gifts with a value in excess of \$100 from a lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board if such gift was provided to such School Board member or employee or a member of the immediate family of the School Board member or employee on the basis of a personal friendship. A lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School board may be a personal friend of such School Board member or employee or the immediate family of the School Board member or employee. In determining whether a lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board is a personal friend, the following factors shall be considered: (i) the circumstances under which the gift was offered; (ii) the history of the relationship between the person and the donor, including the nature and length of the friendship and any previous exchange of gifts between them; (iii) to the extent known to the person, whether the donor personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iv) whether the donor has given the same or similar gifts to other persons required to file the disclosure form prescribed in Va. Code §§ 2.2-3117 or 30-111; and
- gifts of travel, including travel-related transportation, lodging, hospitality, food or beverages, or other thing of value, with a value in excess of \$100 that is paid for or provided by a lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board when the School Board member or employee has submitted a request for approval of such travel to the Council and has received the approval of the Council pursuant to Va. Code § 30-356.1. Such gifts shall be reported on the Statement of Economic Interests.

The \$100 limitation imposed in accordance with this section shall be adjusted by the Council every five years, as of January 1 of that year, in an amount equal to the annual increases for that five-year period in the United States Average Consumer Price Index for all items, all urban consumers (CPI-U), as published by the Bureau of Labor Statistics of the U.S. Department of Labor, rounded to the nearest whole dollar.

No person shall be in violation of this policy if (i) the gift is not used by such person and the gift or its equivalent in money is returned to the donor or delivered to a charitable organization within a reasonable period of time upon the discovery of the value of the gift and is not claimed as a charitable contribution for federal income tax purposes or (ii) consideration is given by the donee to the donor for the value of the gift within a reasonable period of time upon the discovery of the value of the gift provided that such consideration reduces the value of the gift to \$100 or less.

3. Awards to Employees for Exceptional Service

Nothing herein shall be construed to prohibit or apply to the acceptance by a teacher or other employee of Lynchburg City School Board of an award or payment in honor of meritorious or exceptional services performed by the teacher or employee and made by an organization exempt from federal income taxation pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code.

F. Prohibited Conduct Regarding Contracts

1. No School Board member or employee shall have a personal interest in (i) any contract with the School Board or (ii) any contract with any government agency which is subject to the ultimate control of the Board;
2. Exceptions - The above prohibition is not applicable to:
 - a Board member's personal interest in a contract of employment provided the employment first began prior to the member becoming a member of the School Board;
 - an employee's own contract of employment;
 - contracts for the sale by a governmental agency of services or goods at uniform prices available to the general public;
 - a contract awarded to a member of the School Board as a result of competitive sealed bidding where the School Board has established a need for the same or substantially similar goods through purchases prior to the election or appointment of the member to serve on the School Board; however, the member shall have no involvement in the preparation of the specifications for such contract, and the remaining members of the School Board, by written resolution, shall state that it is in the public interest for the member to bid on such contract;
 - the sale, lease or exchange of real property between a School Board member or employee and the School Board, provided the Board member or employee does not participate in any way as a Board member or employee in such sale, lease or exchange, and this fact is set forth as a matter of public record by the School Board or Superintendent;
 - the publication of official notices;
 - an officer or employee whose sole personal interest in a contract with the governmental agency is by reason of income from the contracting firm or governmental agency in excess of ~~\$10,000~~ **(\$5,000)** per year, provided the officer or employee or a member of his immediate family does not participate and has no authority to participate in the procurement or letting of such contract on behalf of the contracting firm and the officer or employee either does not have authority to participate in the procurement or letting

of the contract on behalf of his governmental agency or he disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating the contract or in approving the contract;

- contracts between an officer's or employee's governmental agency and a public service corporation, financial institution, or company furnishing public utilities in which the officer or employee has a personal interest provided the officer or employee disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating or approving the contract;
- contracts for the purchase of goods or services when the contract does not exceed \$500;
- grants or other payment under any program wherein uniform rates for, or the amounts paid to, all qualified applicants are established solely by the administering governmental agency;
- an officer or employee whose sole personal interest in a contract with his own governmental agency is by reason of his marriage to his spouse who is employed by the same agency, if the spouse was employed by such agency for five or more years prior to marrying such officer or employee;
- employment contracts and other contracts entered into prior to August 1, 1987, provided such contracts were in compliance with the Virginia Conflict of Interests Act (or the Comprehensive Conflict of Interests Act) at the time of their formation and thereafter. Those contracts shall continue to be governed by the provisions of the appropriate prior Act. The employment by the same governmental agency of an officer or employee and spouse or any other relative residing in the same household shall not be deemed to create a material financial interest except when one of the persons is employed in a direct supervisory and/or administrative position with respect to the spouse or other relative residing in his household and the annual salary of the subordinate is \$35,000 or more.

G. Prohibited Conduct Regarding Transactions

1. Each School Board member and School Board employee who has a personal interest in a transaction
 - a. shall disqualify himself from participating in the transaction if
 - (i) the transaction has application solely to property or a business or governmental agency in which he has a personal interest or a business that has a parent-subsidiary or affiliated business entity relationship with the business in which he has a personal interest, or
 - (ii) he is unable to participate pursuant to subdivision G.1.b, G.1.c., or G.1.d. of this policy.

Any disqualification under this subsection shall be recorded in the School Board's public records. The School Board member or employee shall disclose his personal interests as required by Va. Code § 2.2-3115~~E~~**(F)** and shall not vote or in any manner act on behalf of the School Board in the transaction. The member or employee shall not

- (i) attend any portion of a closed meeting authorized by the Virginia Freedom of Information Act when the matter in which he has a personal interest is discussed; or
 - (ii) discuss the matter in which he has a personal interest with other governmental officers or employees at any time.
 - b. may participate in the transaction if he is a member of a business, profession, occupation, or group of three or more persons, the members of which are affected by the transaction, and he complies with the declaration requirements of Va. Code § 2.2-3115 ~~G(H)~~;
 - c. may participate in the transaction when a party to the transaction is a client of his firm if he does not personally represent or provide services to such client and he complies with the declaration requirements of Va. Code § 2.2-3115 ~~H(I)~~; or
 - d. may participate in the transaction if it affects the public generally, even though his personal interest, as a member of the public, may also be affected by that transaction.
2. Disqualification under this section shall not prevent any employee having a personal interest in a transaction in which his employer is involved from representing himself or a member of his immediate family in such transaction provided he does not receive compensation for such representation and provided he complies with the disqualification and relevant disclosure requirements of this policy.
3. If disqualifications under subsection 1.a. of this section leave less than the number required by law to act, the remaining member or members of the board shall constitute a quorum for the conduct of business and have authority to act for the board by majority vote, unless a unanimous vote of all members is required by law, in which case authority to act shall require a unanimous vote of remaining members.
4. The provisions of this section shall not prevent a board member or employee from participating in a transaction merely because such a board member or employee is a defendant in a civil legal proceeding concerning such transaction.

H. Disclosure Requirements ~~for School Board Members~~

- 1. School Board members file, as a condition of assuming office, a disclosure statement of their personal interests and other information as is required on the form prescribed by the Council pursuant to Va. Code § 2.2-3117 and thereafter file such statement annually on or before ~~January 15~~ **{February 1}**. The disclosure forms are filed and maintained as public records for five years in the office of the clerk of the School Board.
- 2. School Board members and employees required to file the Statement of Economic Interests who fail to file such form within the time period prescribed shall be assessed a civil penalty of \$250. The clerk of the School Board shall notify the attorney for the Commonwealth for the locality of any School Board member's or employee's failure to file the required form and the attorney for the Commonwealth shall assess and collect the

civil penalty. The clerk shall notify the attorney for the Commonwealth within 30 days of the deadline for filing.

3. Any board member or employee who is disqualified from participating in a transaction under Section G.1.a. of this policy, or otherwise elects to disqualify himself, shall forthwith make disclosure of the existence of his interest, including the full name and address of the business and the address or parcel number for the real estate if the interest involves a business or real estate and such disclosure shall be reflected in the school board's public records in the division Superintendent's office for a period of five (5) years.
4. Any board member or employee who is required to disclose his interest under Section G.1.b. of this policy shall declare his interest by stating:
 - the transaction involved;
 - the nature of the board member's or employee's personal interest affected by the transaction;
 - that he is a member of a business, profession, occupation, or group the members of which are affected by the transaction; and
 - that he is able to participate in the transaction fairly, objectively, and in the public interest.

The board member or employee shall either make his declaration orally to be recorded in written minutes of the board or file a signed written declaration with the clerk of the board, who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the board member or employee shall prepare and file the required declaration by the end of the next business day. The board member or employee shall also orally disclose the existence of the interest during each School Board meeting at which the transaction is discussed and such disclosure shall be recorded in the minutes of the meeting.

5. A board member or employee who is required to declare his interest pursuant to subdivision G.1.c. of this policy shall declare his interest by stating
 - (i) the transaction involved;
 - (ii) that a party to the transaction is a client of his firm;
 - (iii) that he does not personally represent or provide services to the client; and
 - (iv) that he is able to participate in the transaction fairly, objectively, and in the public interest.

The board member or employee shall either make his declaration orally to be recorded in written minutes of the board or file a signed written declaration with the clerk of the board who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the

transaction, the board member or employee shall prepare and file the required declaration by the end of the next business day.

I. {Release of Disclosure Forms

A clerk of the School Board who releases any disclosure form shall redact from the form any residential address, personal telephone number or signature contained on such form.

J. Deadlines and Coverage Periods for Disclosure Forms

A School Board member or employee required to file an annual disclosure on or before February 1 shall disclose his personal interests and other information as required on the form prescribed by the Council for the preceding calendar year complete through December 31.

A School Board member or employee required to file a disclosure as a condition to assuming office or employment shall file such disclosure on or before the day such office or position of employment is assumed and disclose his personal interests and other information as required on the form prescribed by the Council for the preceding 12-month period complete through the last day of the month immediately preceding the month in which the office or position of employment is assumed; however, any School Board member or employee who assumes office or a position of employment in January shall be required to only file an annual disclosure on or before February 1 for the preceding calendar year complete through December 31.

When the deadline for filing any disclosure falls on a Saturday, Sunday or legal holiday, the deadline for filing shall be the next day that is not a Saturday, Sunday or legal holiday.

{K}. Advisory Opinions

School Board members or employees subject to the Act may seek written opinions regarding the Act from the local Commonwealth’s attorney; the local city attorney; or the Council. Good faith reliance on any such written opinion of the Commonwealth’s attorney or *{a formal opinion or written informal advice of}* the Council *{made in response to a written request for such opinion or advice regardless of whether such opinion or advice is later withdrawn, provided that the alleged violation occurred prior to the withdrawal of the opinion or advice}* bars prosecution for a knowing violation of the Act provided the opinion was made after a full disclosure of the facts. *{If the School Board member or employee relies on the opinion of the attorney for the Commonwealth in a prosecution for a knowing violation of the Act, the written opinion of the attorney for the Commonwealth shall be a public record and shall be released upon request.}* An opinion of the city attorney may be introduced at trial as evidence that the School Board member or employee did not knowingly violate the Act.

- Adopted: June 4, 2013
- Revised: December 16, 2014
- Revised: May 22, 2015
- Revised: August 18, 2015

Revised: April 19, 2016
Revised: July 12, 2016
Revised: April 4, 2017
Revised: August 7, 2018

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3101, 2.2-3102, 2.2-3103, 2.2-3103.2, 2.2-3104.1, 2.2-3108, 2.2-3109, 2.2-3110, 2.2-3112, 2.2-3115, *{2.2-3118.2,}* 2.2-3119*{, 2.2-3121,}* ~~and~~ 2.2-3124*{, 2.2-3132 and 30-356}*.

Cross Ref.: GAH School Employee Conflict of Interests
GCCB Employment of Family Members

CALLING AND CERTIFICATION OF CLOSED MEETINGS

- A. No closed meetings ~~shall be~~**{are}** held by the School Board or any committee thereof unless the School Board or committee has taken an affirmative recorded vote in an open meeting approving a motion which (i) identifies the subject matter, (ii) states the purpose of the meeting as authorized in Va. Code § 2.2-3711.A or other provision of law and (iii) cites the applicable exemption or exemptions from open meeting requirements provided in the Virginia Freedom of Information Act~~{(FOIA)}~~ or other provision of law. The matters contained in such motion ~~shall be~~**{are}** set forth in detail in the minutes of the open meeting. A general reference to the provisions of ~~the Virginia Freedom of Information Act~~**{FOIA}** or authorized exemptions from open meeting requirements, or the subject matter of the closed meeting ~~shall not be~~**{is not}** sufficient to satisfy the requirements for holding a closed meeting.
- B. The School Board, or committee thereof, in holding a closed meeting, ~~shall restrict~~**{restricts}** its discussion during the closed meeting only to those purposes specifically exempted under ~~the Virginia Freedom of Information Act~~**{FOIA}** and identified in the motion required in subsection~~{Section}~~**{Section}** A, above.
- C. At the conclusion of any closed meeting, the School Board or committee thereof ~~shall immediately reconvene~~**{immediately reconvenes}** in an open meeting and ~~shall take~~**{takes}** a roll call or other recorded vote to be included in the minutes, certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting. Any member of the Board or committee who believes that there was a departure from the requirements of subdivisions (i) and (ii) above, ~~shall so state~~**{so states}** prior to the vote, indicating the substance of the departure that, in ~~his~~**{the member's}** judgment, has taken place. The statement ~~shall be~~**{is}** recorded in the minutes of the meeting.
- D. Failure of the certification required by subsection~~{Section}~~**{Section}** C, above, to receive the affirmative vote of a majority of the members present during a meeting ~~shall~~**{does}** not affect the validity or confidentiality of such meeting with respect to matters considered therein in compliance with these provisions. The recorded vote and any statement made in connection therewith, ~~shall~~ upon proper authentication, ~~constitute~~**{constitutes}** evidence in any proceeding brought to enforce ~~the Virginia Freedom of Information Act~~**{FOIA}**.
- E. Except as specifically authorized by law, in no event may the School Board or committee thereof take action on matters discussed in any closed meeting, except at an open meeting for which notice was given pursuant to Va. Code § 2.2-3707

{F. The School Board is subject to a civil penalty of up to \$1,000 if a court finds that the Board voted to certify a closed meeting in accordance with Section C above and such certification was not in accordance with FOIA.}

Adopted by School Board: June 4, 2013
 Revised: February 5, 2019

Legal Ref.: Code of Virginia, 1950, as amended, § 2.2-3701, 2.2-3712 *{and 2.2-3714}*.

Cross Refs.: BCE School Board Committees
BCEA Disciplinary Committee
BCF Advisory Committees to the School Board
BDC Closed Meetings
BDDA Notification of School Board Meetings

STUDENT INVOLVEMENT IN DECISION MAKING

The School Board recognizes the student body as a significant part of the community and in the decision making process.

Student input is important in the data collection process, and on relevant issues students' views will be sought and considered by the Superintendent and the School Board.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-78.

Cross Refs.: AE School Division Goals and Objectives
BBBB Student Liaison to the School Board

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Members of the community are invited and encouraged to attend meetings of the Lynchburg City School Board to observe its deliberations. Any member of the community may address the Board on matters related to the Lynchburg City public schools at any regular meeting as provided in the accompanying exhibit (BDDH-E{Z}). Persons wishing to address the School Board are requested to contact the Superintendent, the School Board ~~chairman~~ {Chair}, or their designee for placement on the agenda.

The ~~chairman~~ {Chair} is responsible for the orderly conduct of the meeting and shall rule on such matters as the appropriateness of the subject being presented and length of time for such presentation. No one will be allowed to make additional presentations until everyone who wishes to speak has an opportunity to make an initial presentation.

Persons desiring to address the School Board shall submit an advanced request in writing, to the Superintendent no later than 12:00 noon of the Wednesday preceding the regular board meetings or by signing the Public Comment Form which shall be available to the public 15 minutes before the meeting starts. Each person requesting to speak shall identify the subject he{/she} wants to address and, if he{/she} represents a group, he{/she} must identify the group.

Upon recognition by the ~~chairman~~ {Chair}, the speaker should clearly state name, address and the subject of his/her remarks. He{/she} shall address himself{/herself} to the ~~chairman~~ {Chair.} ~~(the policy workgroup recommends deleting the following)~~ and if, at the conclusion of his/her remarks, ~~any school board member desires further information, said member shall address the speaker only with the permission of the chairman. The courtesy of the School Board shall be extended to the speaker and the speaker shall respect the privilege extended by the School Board or be ruled out of order by the chairman.~~

{Any issue raised by the public which the School Board wishes to consider may be put on the agenda for a future School Board meeting by a majority vote. School Board members shall not discuss issues raised by the public except by consent of a majority of the School Board members present. Once the School Board has heard a presentation twice from an individual or organization on a particular subject, the individual or organization may not make another presentation on the same subject within three (3) months of the second presentation, except by a majority vote of the members of the School Board present and voting.}

The total number of speakers shall be limited to a maximum of six individuals and/or group spokespersons at each meeting and the entire public comment period shall not exceed 30 minutes in length.

Adopted: June 4, 2013
Revised: May 6, 2014
Revised: September 6, 2016

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.

Cross Ref.: BDDE Rules of Order

SCHOOL BOARD BY LAWS

Public Participation

Public Comment Sign-up Sheet

School Board Meeting Date:

Individuals wishing to address the school board should provide the following information before the start of the school board meeting. The school board ~~chairman~~ *{Chair}* will use this information to recognize your presence and your request to speak before the school board.

PRINT

Name	Address	Phone Number	Subject	Group Name if Representing a Group

SCHOOL BOARD BYLAWS

Public Participation

Persons appearing before the school board will not be allowed to campaign for public office or promote private business ventures; and should not use profanity or vulgar language or gestures; make comments about a public official or an employee that are not related to his or her official duties; engage in behavior that disrupts the meeting or intimidates others; or address the school board on issues that do not concern the services, policies, role and/or responsibilities of the school board.

Individual speakers shall limit their comments to three minutes. A speaker representing a group shall limit his/*her* comments to five minutes. The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson. The total allotted time for public comments at school board meetings is 30 minutes. Public comments are reserved for the public to provide input. The board does not respond to comments, answer questions, or otherwise engage in discussion at this time.

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Revised: September 6, 2016

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.

Cross Ref.: BDDE Rules of Order

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Agenda Attachment Agenda Report

Item: K-5

Date: 07/16/2019

Agenda Number: K-5

Attachments: Yes

From: Crystal M. Edwards, Superintendent

Subject: FY2019-20 Revised School Operating Budget

Summary/Description:

At the school board meeting on June 4, 2019, the Board approved the FY2019-20 operating budget which included level funding of \$42,028,498 and \$862,000 to assist with funding the additional 2% salary increase contained in the Governor's FY2019-20 budget. The FY2019-20 **revised** operating budget reflects the return of \$862,000 to City Council.

This amount is being returned due to finding some differences between the FY2019-20 budget projections and the current FY2018-19 budget that resulted in an over-estimation of funds needed to support salary increases and living wage adjustments for our staff. This information was previously shared with the Board, the City Manager, City Council and the public prior to the close of the FY2018-19 school year.

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

Recommendation:

The superintendent recommends that the school board adopt the revised FY2019-20 school operating budget.

FY2019 – 2020 Operating Budget Proposal



Superintendent

Dr. Crystal Edwards

Deputy Superintendent

Dr. Benjamin Copeland

REVENUE SUMMARY

Lynchburg City Schools - FY 2019-20 Budget

The FY2019-2020 operating budget revenue totals \$98,752,961. The increase in FY2019-2020 operating budget revenue is \$1,080,554 over the FY2018-2019 adopted budget or 1.11%.

- Revenue from the Commonwealth of Virginia is \$54,015,289, an increase of \$910,434 over the FY2018-2019 adopted budget or 1.71%. The state revenue by category is as follows:

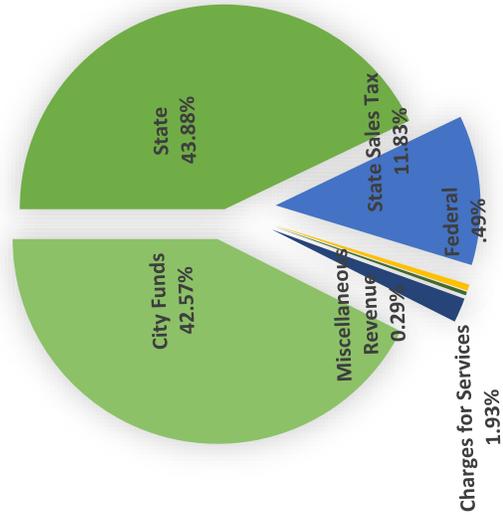
o State Sales Tax	\$ 11,678,652
o Standards of Quality Funds	\$ 32,652,584
o Incentive Programs	\$ 3,070,586
o Categorical Accounts	\$ 108,209
o Lottery Funded Programs	\$ 6,505,258

- Revenue from the federal government for FY2019-20 is \$488,500, which is an increase of \$25,000 over the FY2018-2019 adopted budget or 5.39%.
- Revenue from other sources for FY2019-20 is \$2,220,674, which is \$145,120 more than the FY2018-2019 adopted budget or 6.99%.
- Revenue from the City of Lynchburg (City) for FY2019-20 is \$42,028,498, which remains constant with the FY2018-2019 adopted budget.

OPERATING FUND REVENUE SUMMARY

Lynchburg City Schools FY 2019 -2020 Budget

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
	Actual	Actual	Actual	Adopted	Proposed	Percent
	Revenue	Revenue	Revenue	Budget	Budget	Change
Average Daily Membership	8,009.13	8,030.67	7,978.94	7,921.55	7,742.80	(178.75) -2.26%
REVENUE CATEGORY						
State	\$ 36,602,110	\$ 38,717,882	\$ 40,144,328	\$ 42,226,410	\$ 42,336,637	\$ 110,227 0.26%
State Sales Tax	10,253,347	10,590,644	10,692,440	10,878,445	11,678,652	800,207 7.36%
Total State	46,855,457	49,308,526	50,836,768	53,104,855	54,015,289	910,434 1.71%
Federal	320,000	846,621	760,284	463,500	488,500	25,000 5.39%
Miscellaneous Revenue	1,365,368	412,650	478,432	376,250	285,000	(91,250) -24.25%
Charges for Services	1,491,359	1,820,727	1,812,321	1,699,304	1,935,674	236,370 13.91%
Total Other	2,856,727	2,233,377	2,290,753	2,075,554	2,220,674	145,120 6.99%
Total Non-City	50,032,184	52,388,524	53,887,805	55,643,909	56,724,463	1,080,554 1.94%
City Funds	42,621,770	42,873,232	38,824,342	42,028,498	42,028,498	- 0.00%
City - School Buses	950,000	-	-	-	-	- 0.00%
TOTAL OPERATING BUDGET	\$ 93,603,954	\$ 95,261,756	\$ 92,712,147	\$ 97,672,407	\$ 98,752,961	\$ 1,080,554 1.11%



The chart illustrates the percentage of FY 2019-2020 operating budget revenue to be received from each funding source:

OPERATING FUND REVENUE: STATE

Lynchburg City Schools FY2019-20 Budget

CATEGORY	2015-2016		2016-2017		2017-2018		2018-2019		2019-2020		Percent Change	Percent Total	
	Actual Revenue		Actual Revenue		Actual Revenue		Adopted Budget		Proposed Budget				Dollar Change
State Sales Tax	\$ 10,253,347		\$ 10,590,644		\$ 10,692,440		10,878,445		11,678,652		\$ 800,207	7.36%	21.62%
SOQ Programs:													
Basic Aid	\$ 21,111,601		\$ 21,971,533		\$ 21,765,335		22,885,425		21,783,406		\$ (1,102,019)	-4.82%	40.33%
Textbooks	\$ -		\$ 89,675		\$ 557,966		502,501		491,162		\$ (11,339)	-2.26%	0.91%
Vocational Education	\$ 222,718		\$ 404,127		\$ 401,524		628,813		614,623		\$ (14,190)	-2.26%	1.14%
Gifted Education	\$ 237,903		\$ 245,546		\$ 243,964		249,529		243,898		\$ (5,631)	-2.26%	0.45%
Special Education	\$ 2,758,665		\$ 2,834,007		\$ 2,815,752		3,044,252		2,975,558		\$ (68,694)	-2.26%	5.51%
Prevention, Intervention, & Remediation	\$ 1,275,566		\$ 1,488,621		\$ 1,479,032		1,492,182		1,458,511		\$ (33,671)	-2.26%	2.70%
Fringe Benefits	\$ 4,216,454		\$ 4,563,059		\$ 4,874,199		4,920,709		4,829,184		\$ (91,525)	-1.86%	8.94%
English as a Second Language	\$ 138,897		\$ 149,127		\$ 148,422		154,277		131,814		\$ (22,463)	-14.56%	0.24%
Remedial Summer School	\$ 130,650		\$ 164,036		\$ 186,695		218,153		124,428		\$ (93,725)	-42.96%	0.23%
	\$ 30,092,454		\$ 31,909,731		\$ 32,472,889		34,095,841		32,652,584		\$ (1,443,257)	-4.44%	60.45%
Incentive Programs:													
At Risk	\$ -		\$ -		\$ 843,610		1,584,718		541,437		\$ (1,043,281)	-65.83%	1.00%
Compensation Supplement	\$ 384,793		\$ -		\$ 231,854		-		1,465,679		\$ 1,465,679	100.00%	2.71%
Special Ed - Regional Tuition	\$ -		\$ -		\$ -		361,153		977,408		\$ 616,255	170.64%	1.81%
Early Reading Specialists Initiative	\$ 38,807		\$ 30,117		\$ 20,502		82,509		43,031		\$ (39,478)	-47.85%	0.08%
Math/Reading Instructional Specialists	\$ 40,624		\$ -		\$ -		41,254		43,031		\$ 1,777	4.31%	0.08%
	\$ 464,224		\$ 30,117		\$ 1,095,966		2,069,634		3,070,586		\$ 1,000,952	48.36%	5.68%
Categorical Programs:													
Adult Education	\$ -		\$ -		\$ -		-		-		\$ -	0.00%	0.00%
Special Ed - Homebound	\$ 104,828		\$ 108,063		\$ 93,734		93,167		108,209		\$ 15,042	16.15%	0.20%
Special Ed - Regional Tuition	\$ -		\$ -		\$ 22,271		-		-		\$ -	0.00%	0.00%
Career & Tech Education-Equipment	\$ 12,988		\$ 23,334		\$ 18,164		-		-		\$ -	0.00%	0.00%
	\$ 117,816		\$ 131,397		\$ 134,169		93,167		108,209		\$ 15,042	16.15%	0.20%
Lottery Funded Programs:													
Foster Care	\$ 81,045		\$ 178,330		\$ 188,242		202,382		217,714		\$ 15,332	7.58%	0.40%
At-Risk	\$ 1,420,874		\$ 1,498,543		\$ 676,662		-		1,358,474		\$ 1,358,474	100.00%	2.51%
VA Preschool Initiative at Risk 4 YR OLDS	\$ 1,092,096		\$ 936,390		\$ 932,488		956,491		948,520		\$ (7,971)	-0.83%	1.76%
Early Reading Intervention	\$ 180,349		\$ 207,993		\$ 218,393		219,007		219,007		\$ -	0.00%	0.41%
K-3 Primary Class Size	\$ 1,634,375		\$ 1,899,533		\$ 1,864,678		1,846,920		1,776,566		\$ (70,354)	-3.81%	3.29%
SOL Algebra Readiness	\$ 135,579		\$ 145,275		\$ 143,036		145,199		140,863		\$ (4,336)	-2.99%	0.26%
Special Ed - Regional Tuition	\$ 851,347		\$ 1,004,586		\$ 1,002,227		872,213		-		\$ (872,213)	-100.00%	0.00%
Career & Tech Education	\$ 44,907		\$ 35,205		\$ 39,233		48,323		51,755		\$ 3,432	7.10%	0.10%
Supplemental Lottery Per Pupil Allocation	\$ -		\$ 268,873		\$ 1,394,509		1,677,233		1,792,359		\$ 115,126	6.86%	3.32%
Textbooks	\$ 487,044		\$ 471,909		\$ -		-		-		\$ -	0.00%	0.00%
	\$ 5,927,616		\$ 6,646,637		\$ 6,459,468		5,967,768		6,505,258		\$ 537,490	9.01%	12.04%
Capital Lottery Funded Programs													
Total State Revenue	\$ 36,602,110		\$ 38,717,882		\$ 40,162,492		42,226,410		42,336,637		\$ 110,227	0.26%	78.38%
TOTAL STATE REVENUE & STATE SALES TAX	\$ 46,855,457		\$ 49,308,526		\$ 50,854,932		53,104,855		54,015,289		\$ 910,434	1.71%	100.00%

OPERATING FUND- FEDERAL
Lynchburg City Schools - FY 2019-20 Budget

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020			
<u>CATEGORY</u>	<u>Actual Revenue</u>	<u>Actual Revenue</u>	<u>Actual Revenue</u>	<u>Adopted Budget</u>	<u>Proposed Budget</u>	<u>Dollar Change</u>	<u>Percent Change</u>	<u>Percent of Total</u>
Federal:								
Impact Aid	\$ 8,942	\$ 12,070	\$ 9,406	\$ 8,500	\$ 8,500	\$ -	0.00%	1.74%
Medicaid Reimbursement	\$ 200,914	\$ 708,471	\$ 618,643	\$ 350,000	\$ 350,000	\$ -	0.00%	71.65%
Junior ROTC	\$ 110,144	\$ 126,080	\$ 132,235	\$ 105,000	\$ 130,000	\$ 25,000	23.81%	26.61%
TOTAL FEDERAL	\$ 320,000	\$ 846,621	\$ 760,284	\$ 463,500	\$ 488,500	\$ 25,000	5.39%	100.00%

OPERATING FUND- FEDERAL AND OTHER REVENUE
Lynchburg City Schools - FY 2019-20 Budget

CATEGORY	2015-2016		2016-2017		2017-2018		2018-2019		2019-2020		Percent Change	Percent of Total	
	Actual Revenue		Actual Revenue		Actual Revenue		Adopted Budget		Proposed Budget				Dollar Change
Miscellaneous:													
Other Funds	\$ 71,651	\$	\$ 70,252	\$	\$ 53,871	\$	\$ 55,000	\$	\$ 45,000	\$	(10,000)	-22.22%	2.03%
Rebates & Refunds	\$ 21,645	\$	\$ 18,170	\$	\$ 21,136	\$	\$ 86,250	\$	\$ 40,000	\$	(46,250)	-115.63%	1.80%
Sale Other Equipment	\$ 15,340	\$	\$ 9,237	\$	\$ 28,500	\$	\$ 10,000	\$	\$ 15,000	\$	5,000	33.33%	0.68%
Insurance Adjustments	\$ 134,414	\$	\$ 87,859	\$	\$ 66,047	\$	\$ 5,000	\$	\$ 50,000	\$	45,000	90.00%	2.25%
E-Rate Reimbursements	\$ 938,886	\$	\$ 77,035	\$	\$ 154,965	\$	\$ 80,000	\$	\$ -	\$	(80,000)	-100.00%	0.00%
Print Production	\$ 93,429	\$	\$ 64,519	\$	\$ 55,338	\$	\$ 50,000	\$	\$ 50,000	\$	-	0.00%	2.25%
School Nutrition Utilities	\$ 90,003	\$	\$ 85,578	\$	\$ 80,411	\$	\$ 90,000	\$	\$ 85,000	\$	(5,000)	-5.88%	3.83%
Indirect costs from Grants	\$ -	\$	\$ -	\$	\$ 171,788	\$	\$ 203,304	\$	\$ 289,174	\$	85,870	29.70%	13.02%
	\$ 1,365,368	\$	\$ 412,650	\$	\$ 632,056	\$	\$ 579,554	\$	\$ 574,174	\$	(5,380)	-0.93%	25.86%
Charges for Services:													
Rents-LAUREL	\$ 123,000	\$	\$ 155,250	\$	\$ 123,000	\$	\$ 123,000	\$	\$ 123,000	\$	-	0.00%	5.54%
Rents-CVGS	\$ -	\$	\$ -	\$	\$ 43,000	\$	\$ 43,000	\$	\$ 43,000	\$	-	0.00%	1.94%
Tuition - Day Schoo	\$ 80,994	\$	\$ 84,747	\$	\$ 106,127	\$	\$ 100,000	\$	\$ 100,000	\$	-	0.00%	4.50%
Tuition - Adult	\$ 20,076	\$	\$ 15,473	\$	\$ 27,885	\$	\$ 25,000	\$	\$ 25,000	\$	-	0.00%	1.13%
Tuition - Summer School	\$ 29,556	\$	\$ 39,816	\$	\$ 43,442	\$	\$ 30,000	\$	\$ 40,000	\$	10,000	25.00%	1.80%
Tuition - NonCenter Based	\$ 556,434	\$	\$ 777,654	\$	\$ 575,178	\$	\$ 600,000	\$	\$ 600,000	\$	-	0.00%	27.02%
Special Pupil Fees	\$ 31,026	\$	\$ 25,770	\$	\$ 16,759	\$	\$ 25,000	\$	\$ 18,000	\$	(7,000)	-38.89%	0.81%
Bus Rentals	\$ 420,602	\$	\$ 494,425	\$	\$ 430,609	\$	\$ 325,000	\$	\$ 400,000	\$	75,000	18.75%	18.01%
Dual Enrollment	\$ 156,180	\$	\$ 143,800	\$	\$ 146,043	\$	\$ 150,000	\$	\$ 172,500	\$	22,500	13.04%	7.77%
Facility Rentals	\$ 73,491	\$	\$ 83,792	\$	\$ 128,490	\$	\$ 75,000	\$	\$ 125,000	\$	50,000	40.00%	5.63%
	\$ 1,491,359	\$	\$ 1,820,727	\$	\$ 1,640,533	\$	\$ 1,496,000	\$	\$ 1,646,500	\$	150,500	10.06%	74.14%
TOTAL OTHER REVENUE	\$ 2,856,727	\$	\$ 2,233,377	\$	\$ 2,272,589	\$	\$ 2,075,554	\$	\$ 2,220,674	\$	145,120	6.99%	100.00%

OPERATING FUND- CITY

Lynchburg City Schools - FY 2019-20 Budget

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020				
	Actual	Actual	Actual	Adopted	Proposed	Dollar	Percent	Dollar	Percent
<u>CATEGORY</u>	<u>Revenue</u>	<u>Revenue</u>	<u>Revenue</u>	<u>Budget</u>	<u>Budget</u>	<u>Change</u>	<u>Change</u>	<u>Change</u>	<u>Total</u>
City Funds:									
City Funds	\$ -	\$ 42,873,232	\$ 38,824,342	\$ 42,028,498	\$ 42,028,498	\$ -	0.00%	\$ -	100.00%
City - School buses funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
TOTAL CITY FUNDS	\$ -	\$ 42,873,232	\$ 38,824,342	\$ 42,028,498	\$ 42,028,498	\$ -	0.00%	\$ -	100.00%

EXPENDITURE SUMMARY

Lynchburg City Schools - FY2019-20 Budget

The FY2019-2020 operating budget is aligned with Lynchburg City Schools Strategic Plan Goals:

Goal #1 (Student Growth, Development and Success): Lynchburg City Schools affirms that all students are challenged and are actively engaged through a variety of academic pathways, resulting in successful outcomes for post graduate education, career training or military service. Each Lynchburg City School will be accredited and the achievement gap closed.

Goal #2 (Personnel Growth, Development and Development): Lynchburg City Schools strives to recruit, hire, support, train and retain employees to build excellence in education and, most importantly, to meet the needs of all students.

Goal #3 (Fiscal Responsibility and Management): Lynchburg City Schools operates in an efficient, effective, timely and transparent manner with fiscal responsibility to meet our diverse financial needs and develop resources that advance educational outcomes for all students.

Goal #4: (Family and Community Engagement): Lynchburg City Schools purposefully works collaboratively with families, the community and businesses to provide the best education for our students.

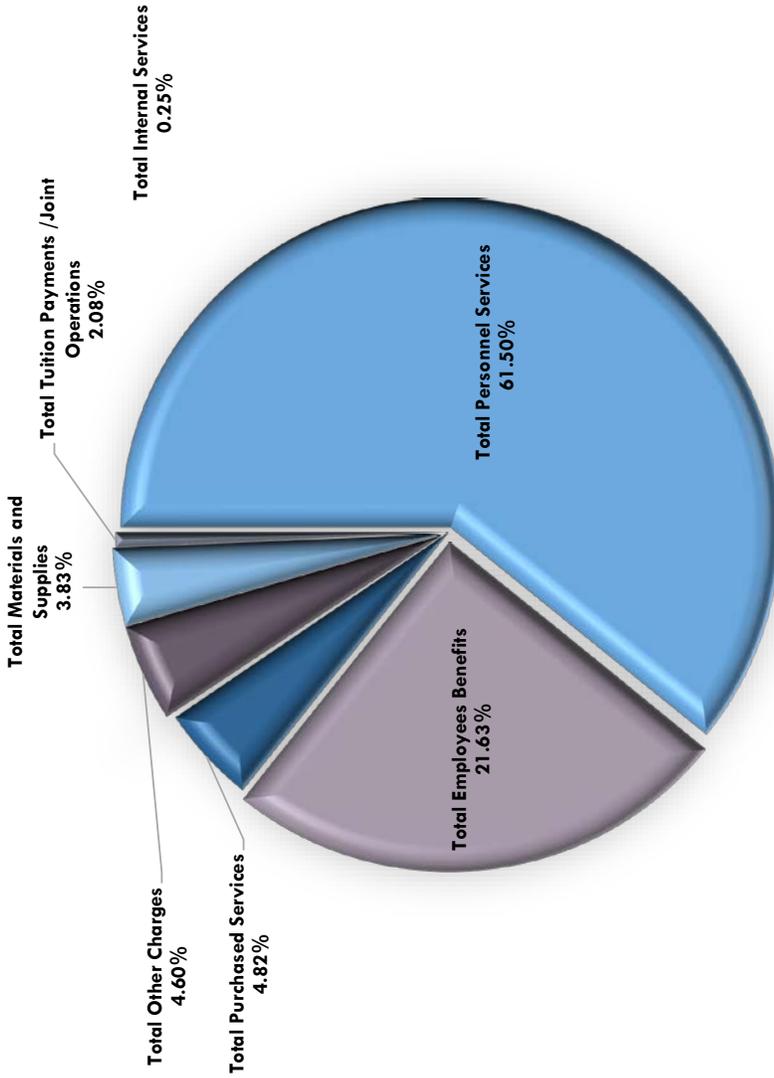
The expenditure totals \$98,752,961 represents an increase of \$1,080,554, a 1.11% increase from FY2018-2019 adopted operating budget. Some of the objectives reflected in this current budget include, but not limited to:

1. Provide employees with an average salary increase of 5% in line with the Governor's recommended budget – Goal #1, 2 & 3.
2. Make it a priority that the all staff received at minimum, a salary reflective of living wage which at the time of this publication is an hourly wage of \$11.28 – Goal #2 & 3.
3. Implement a plan to adequately fund maintenance, technology and transportation to ensure that we maintain, refurbish, and/or replace equipment and division assets in a timely manner – Goal #1 & 3.
4. Assess and evaluate over the previous budget cycles expenditures related to health and medical costs – Goal #3.
5. Enhance and expand family and community engagement and Partners in Education programs – Goal #1 & 4.

OPERATING FUND- EXPENDITURE SUMMARY BY OBJECT CODE
Lynchburg City Schools - FY 2019-20 Budget

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Dollar Change	Percent Change	Percent of Total
	Actual Expenditure	Actual Expenditure	Actual Expenditure	Adopted Budget	Adopted Budget			
Total Personnel Services	\$ 56,945,659	\$ 56,908,320	\$ 57,142,913	\$ 58,227,701	\$ 60,737,426	\$ 2,509,725	4.31%	61.50%
Employee Benefits								
FICA	\$ 4,724,276	\$ 4,173,971	\$ 4,205,996	\$ 4,457,938	\$ 4,520,960	\$ 63,022	1.41%	4.58%
VRS	7,120,012	7,203,038	7,958,723	7,906,258	7,880,238	(26,020)	-0.33%	7.98%
RHCC	555,290	528,615	583,632	585,582	597,253	11,671	1.99%	0.60%
403 (b) Plan Contribution	1,805	15,174	1,810	25,063	-	(25,063)	-100.00%	0.00%
Hospitalization	5,481,906	7,615,064	6,989,661	8,961,015	6,444,712	(2,516,303)	-28.08%	6.53%
Dental	494,716	384,525	390,779	391,115	409,809	18,694	4.78%	0.41%
Vision	154,421	27,273	28,100	21,542	29,993	8,451	39.23%	0.03%
Group Life	872,107	674,269	671,066	703,498	707,291	3,793	0.54%	0.72%
Disability Insurance	33,272	31,165	39,213	-	55,156	55,156	100.00%	0.06%
Unemployment	47,824	25,672	48,286	50,000	50,000	-	0.00%	0.05%
Worker's Comp	26,631	592,437	529,447	526,676	466,724	(59,952)	-11.38%	0.47%
Tuition	-	-	1,605	-	-	-	0.00%	0.00%
Terminal Pay	14,345	195,527	205,919	200,000	200,000	-	0.00%	0.20%
Total Employee Benefits	\$ 19,526,605	\$ 21,466,730	\$ 21,654,237	\$ 23,828,688	\$ 21,362,137	\$ (2,466,551)	-10.35%	21.63%
Total Personnel Services & Benefits	\$ 76,472,264	\$ 78,375,050	\$ 78,797,150	\$ 82,056,389	\$ 82,099,563	\$ 43,175	0.05%	83.14%
Total Purchased Services	\$ 3,888,118	\$ 4,093,639	\$ 4,068,999	\$ 4,569,973	\$ 4,755,044	\$ 185,071	4.05%	4.82%
Total Internal Services	181,773	186,826	168,595	234,350	244,279	9,929	4.24%	0.25%
Total Other Charges	3,843,468	4,564,438	4,387,460	4,543,572	4,543,626	54	0.00%	4.60%
Total Materials and Supplies	3,925,727	3,915,350	3,393,792	3,655,861	3,784,342	128,481	3.51%	3.83%
Total Tuition Payments/Joint Operation	1,421,651	1,733,205	1,530,402	1,971,436	2,053,918	82,482	4.18%	2.08%
Total Capital Outlay	2,861,490	1,147,769	1,487,476	640,827	1,272,189	631,362	98.52%	1.29%
Total Non-Personnel Accounts	\$ 16,122,227	\$ 15,641,228	\$ 15,036,724	\$ 15,616,018	\$ 16,653,398	\$ 1,037,380	6.64%	16.86%
TOTAL OPERATING FUND	\$ 92,594,491	\$ 94,016,276	\$ 93,833,874	\$ 97,672,407	\$ 98,752,961	\$ 1,080,555	1.11%	100.00%

OPERATING FUND- EXPENDITURE SUMMARY BY OBJECT CODE
Lynchburg City Schools - FY 2019-20 Budget



OPERATING FUND - EXPENDITURES BY MAJOR CATEGORY
Lynchburg City Schools - FY 2019 - 20 Budget

	2015-2016 Actual Expenditures	2016-2017 Actual Expenditures	2017-2018 Actual Expenditures	2018-2019 Adopted Budget	2019-2020 Proposed Budget	Dollar Change	Percent Change
INSTRUCTION							
Personnel Services	45,592,706	45,857,864	45,403,957	46,038,223	47,449,223	1,411,000	3.06%
Employee Benefits	14,868,316	17,265,793	17,058,442	18,378,076	16,761,311	(1,616,765)	-8.80%
Purchased Services	2,291,358	2,079,896	1,878,156	2,079,235	1,855,383	(223,852)	-10.77%
Internal Services	162,451	148,279	135,473	162,650	150,100	(12,550)	-7.72%
Other Charges	227,242	182,961	158,069	266,817	239,630	(27,187)	-10.19%
Materials and Supplies	1,276,116	1,641,219	1,112,369	1,627,244	1,430,760	(196,484)	-12.07%
Tuition Payments / Joint Operation	1,421,651	1,733,206	1,530,402	1,971,436	2,053,918	82,482	4.18%
Capital Outlay	6,900	-	-	5,000	5,000	-	0.00%
TOTAL INSTRUCTION	65,846,740	68,909,218	67,276,868	70,528,681	69,945,325	(583,356)	-0.83%
ADMINISTRATION							
Personnel Services	3,107,962	2,644,976	3,093,633	3,319,065	3,552,465	233,400	7.03%
Employee Benefits	2,132,624	1,709,466	1,889,702	2,265,043	1,565,189	(699,854)	-30.90%
Purchased Services	58,926	409,988	526,371	592,535	607,435	14,900	2.51%
Internal Services	16,286	34,492	19,950	15,500	17,500	2,000	12.90%
Other Charges	78,161	826,533	766,082	735,375	747,915	12,540	1.71%
Materials and Supplies	32,354	92,477	80,739	118,707	112,670	(6,037)	-5.09%
Capital Outlay	116	-	-	-	-	-	0.00%
TOTAL ADMINISTRATION	5,426,428	5,717,931	6,376,477	7,046,226	6,603,174	(443,052)	-6.29%
PUPIL TRANSPORTATION							
Personnel Services	2,908,153	3,011,571	3,236,909	3,293,120	3,922,266	629,146	19.10%
Employee Benefits	826,919	822,209	935,199	1,147,962	1,105,864	(42,098)	-3.67%
Purchased Services	132,720	119,673	88,983	158,120	155,500	(2,620)	-1.66%
Internal Services	1,226	1,358	11,292	55,200	75,679	20,479	37.10%
Other Charges	212,085	220,471	233,310	275,477	271,767	(3,710)	-1.35%
Materials and Supplies	681,577	841,308	787,415	829,938	934,088	104,150	12.55%
Capital Outlay	1,037,548	503,550	1,131,568	300,000	840,000	540,000	180.00%
TOTAL PUPIL TRANSPORTATION	5,800,226	5,520,140	6,424,676	6,059,817	7,305,164	1,245,347	19.38%
OPERATION & MAINTENANCE							
Personnel Services	3,709,559	3,671,235	3,777,842	3,928,232	4,143,600	215,368	5.48%
Employee Benefits	1,184,064	1,107,694	1,197,218	1,389,623	1,347,086	(42,537)	-3.06%
Purchased Services	1,181,457	1,082,032	1,074,618	1,223,896	1,347,000	123,104	10.06%
Internal Services	-	-	-	-	-	-	0.00%
Other Charges	3,305,861	3,311,401	3,154,797	3,236,802	3,184,973	(51,829)	-1.60%
Materials and Supplies	1,056,622	985,492	1,092,444	745,503	875,500	129,997	17.44%
Capital Outlay	671,600	237,634	51,328	105,000	190,000	85,000	80.95%
TOTAL OPERATION & MAINTENANCE	11,109,162	10,395,487	10,348,247	10,629,055	11,088,159	459,104	4.44%

OPERATING FUND - EXPENDITURES BY MAJOR CATEGORY
Lynchburg City Schools - FY 2019 - 20 Budget

	2015-2016 Actual Expenditures	2016-2017 Actual Expenditures	2017-2018 Actual Expenditures	2018-2019 Adopted Budget	2019-2020 Proposed Budget	Dollar Change	Percent Change
FACILITIES							
Personnel Services	13,774	19,306	24,202	55,463	17,500	(37,963)	-68.45%
Employee Benefits	1,051	1,452	1,936	46,565	375	(46,190)	-99.19%
Purchase Services	-	-	-	-	-	-	0.00%
Other Charges	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	20,000	20,000	-	0.00%
TOTAL FACILITIES	14,825	20,758	26,138	122,029	37,875	(84,154)	-321.96%
Food Services & Other Non-Instructional Operations							
Personnel Services	-	45	45	-	2,000.00	2,000	0.00%
Employee Benefits	-	4	-	-	355	355	0.00%
Purchased Services	10,249	9,465	6,955	5,000	8,800	3,800	76.00%
Internal Services	483	450	734	500	500	-	0.00%
Other Charges	655	-	-	5,000	1,300	(3,700)	-74.00%
Materials and Supplies	9,971	2,189	8,957	10,500	8,600	(1,900)	-18.10%
Capital Outlay	-	-	-	-	-	-	0.00%
TOTAL Non-Instructional Operations	21,358	12,153	16,691	21,000	21,555	555	3.33%
TECHNOLOGY							
Personnel Services	1,613,506	1,703,323	1,606,327	1,593,598	1,650,372	56,774	3.56%
Employee Benefits	513,632	560,112	571,556	601,419	581,957	(19,462)	-3.24%
Purchased Services	213,408	392,585	493,915	511,187	780,926	269,739	52.77%
Internal Services	1,328	2,247	1,147	500	500	-	0.00%
Other Charges	19,465	23,072	75,202	24,100	98,041	73,941	306.81%
Materials and Supplies	869,087	352,665	312,052	323,970	422,725	98,755	30.48%
Capital Outlay	1,145,326	406,585	304,580	210,827	217,189	6,362	3.02%
TOTAL TECHNOLOGY	4,375,751	3,440,589	3,364,779	3,265,601	3,751,709	486,108	14.89%
TOTAL OPERATING FUND	92,594,491	94,016,276	93,833,876	97,672,409	98,752,961	1,080,552	1.11%
OPERATING FUND							
Personnel Services	56,945,659	56,908,320	57,142,915	58,227,701	60,737,426	2,509,725	4.31%
Employee Benefits	19,526,605	21,466,730	21,654,053	23,828,688	21,362,137	(2,466,551)	-10.35%
Purchased Services	3,888,118	4,093,639	4,068,998	4,569,973	4,755,044	185,071	4.05%
Internal Services	181,773	186,826	168,596	234,350	244,279	9,929	4.24%
Other Charges	3,843,468	4,564,438	4,387,460	4,543,571	4,543,626	54	0.00%
Materials and Supplies	3,925,727	3,915,350	3,393,976	3,655,862	3,784,343	128,481	3.51%
Debt Services / Tuition Payments							
Joint Operations	1,421,651	1,733,206	1,530,402	1,971,436	2,053,918	82,482	4.18%
Capital Outlay	2,861,490	1,147,769	1,487,476	640,827	1,272,189	631,362	98.52%
TOTAL OPERATING FUND	92,594,491	94,016,276	93,833,876	97,672,409	98,752,961	1,080,552	1.11%

OPERATING FUND - EXPENDITURES BY MAJOR CATEGORY
Lynchburg City Schools - FY 2019 - 20 Budget

2015-2016 Actual Expenditures	2016-2017 Actual Expenditures	2017-2018 Actual Expenditures	2018-2019 Adopted Budget	2019-2020 Proposed Budget	Dollar Change	Percent Change
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