



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

Belle H. Evans
School Board District 1

Atul Gupta
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

Kimberly A. Sinha
School Board District 2

School Administration

Crystal M. Edwards
Superintendent

Ben W. Copeland
Deputy Superintendent

R. Denise Spinner
Clerk

SCHOOL BOARD MEETING
August 6, 2019 5:00 p.m.
School Administration Building
Board Room

A. AGENDA APPROVAL

- 1. Approval of Agenda – August 6, 2019
Susan D. Morrison 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. SPECIAL PRESENTATION

- 1. Gear Up
Dashia Womack. Page 4
Discussion

D. PUBLIC COMMENTS

- 1. Public Comments
Susan D. Morrison. Page 5
Discussion/Action (30 Minutes)

E. FINANCE REPORT

- 1. Finance Report
George V. Hellman, Financial Consultant Page 6
Discussion

F. CONSENT AGENDA

- 1. School Board Meeting Minutes: July 16, 2019 (Regular Board Meeting)

2. Personnel Report
Marie F. Gee Page 11
Discussion/Action

G. 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:

August 8, 2019

2. Advisory Committees to the School Board

A) General Career Technical Advisory Committee

Meeting Dates:

TDB

B) Equity Task Force Committee

Meeting Dates:

November 13, 2019	January 22, 2020
March 25, 2020	May 14, 2020

C) Health Advisory Board Committee
Meeting Dates:
November 13, 2019 January 22, 2020
March 25, 2020 May 14, 2020

D) Special Education Advisory Committee
Meeting Dates:
TBD

H. STRATEGIC PLAN DISCUSSION

- 1. Strategic Plan Discussion:
Crystal M. Edwards. Page 14
Discussion

I. UNFINISHED BUSINESS

- 1. Lynchburg City School Board Section 7 – Student Policies and Regulation
LaTonya Brown. Page 15
Discussion/Action
- 2. Lynchburg City School Board Governance Policy Review
Crystal M. Edwards Page 16
Discussion/Action

J. NEW BUSINESS

- 1. Appointment of the Clerk: 2019-20
Susan D. Morrison. Page 33
Discussion/Action
- 2. Capital Improvement Plan: Elementary School Gymnasium Addition
Ben W. Copeland Page 34
Discussion
- 3. School Board Retreat: 2019-20
Susan D. Morrison Page 42
Discussion
- 4. School Board Work Sessions: 2019-20
Susan D. Morrison Page 43
Discussion/Action

K. SUPERINTENDENT’S COMMENTS

- 1. Superintendent’s Parent Advisory Council
October 24, 2019 December 12, 2019
February 12, 2020 April 30, 2020

2. Superintendent's Personnel Advisory Committee
October 24, 2019 December 12, 2019
February 12, 2020 April 30, 2020

3. Additional Information

L. BOARD COMMENTS

M. INFORMATIONAL ITEMS

A School Board Work Session will be held on Tuesday, August 20, 2019 at 5:00 p.m. in the board room at the Administration Building

The next School Board Meeting will be held on Wednesday, September 3, 2019 at 5:30 p.m. in the board room at the Administration Building

N. ADJOURNMENT

Agenda Report

Date: 08/06/19

Agenda Number: A-1

Attachments: No

From: Susan D. Morrison, School Board Chair

Subject: Approval of Agenda – August 6, 2019

Summary/Description:

Consider approval of agenda for the August 6, 2019, school board meeting.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The school board chair recommends that the school board approve the agenda for the August 6, 2019 meeting.

Agenda Report

Date: 08/06/19

Agenda Number: B-1

Attachments: No

From: Susan D. Morrison, School Board Chair

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: 08/06/19

Agenda Number: B-2

Attachments: No

From: Susan D. Morrison, School Board Chair

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: 08/06/19

Agenda Number: C-1

Attachments: No

From: Crystal M. Edwards, Superintendent
Dashia Womack, Secondary Supervisor of Counseling and Alternative Education
Subject: Gear Up Program 2019-20

Summary/Description:

During this presentation, the school board will learn about the Gear Up Program for the 2019-20 school year.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 08/06/19

Agenda Number: D-1

Attachments: No

From: Susan D. Morrison, 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: 08/06/19

Agenda Number: E-1

Attachments: Yes

From: Crystal M. Edwards, Superintendent
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 June 30, 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 June 30, 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 June 30, 2019

Actual Revenue Received	\$ 98,491,956.90
Actual Expenditures	\$ 94,883,158.19
Actual Encumbered	\$ 1,124,836.23

Percent of Budget Received	99.53%
Percent of Budget Used, excluding encumbrances	95.88%

As of 06/30/19 – 12 months 100.00%

Health Insurance Administrative Fees and Claims paid in June 2019	\$ 764,584.45
Health Insurance Payable Balance at June 30, 2019	\$ 2,551,732.01

The revenue and expenditure reports detail the transactions recorded through June 30, 2019. All reports appear as attachments to the agenda report.

Please note these are preliminary numbers only and do not reflect final year end amounts. At this time, total revenue has not be reflected. The expenditure total is not finalized at this time as there are pending items yet to be posted, such as the June purchasing card charges, the adjustment to the health insurance expense, adjustment for year end accruals, adjustment for prepayments and the recording of transactions between the City and Schools.

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 Twelve Months Ending June 30, 2019 (not finalized, unaudited)

	BUDGET	TRANSACTIONS	Fiscal Year 2018-19		ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
			BUDGET % USED	ENCUMBRANCES			
INSTRUCTION							
FUNCTION 1100 CLASSROOM INSTRUCTION							
Personnel	48,831,935.50	48,346,165.39	99.01%	0.00	485,770.11	99.01%	
Other	6,250,742.51	5,774,475.95	92.38%	269,818.09	206,448.47	96.70%	
FUNCTION 1200 INST SUPPORT-STUDENT							
Personnel	3,763,483.30	3,827,671.53	101.71%	0.00	(64,188.23)	101.71%	
Other	188,245.00	84,870.49	45.09%	0.00	103,374.51	45.09%	
FUNCTION 1300 INST SUPPORT-STAFF							
Personnel	3,553,886.60	3,474,500.44	97.77%	0.00	79,386.16	97.77%	
Other	773,517.86	581,607.08	75.19%	4,501.80	187,408.98	75.77%	
FUNCTION 1400 INST SUPPORT-SCHOOL ADMIN							
Personnel	5,690,774.52	5,639,122.73	99.09%	0.00	51,651.79	99.09%	
Other	287,938.52	248,538.64	86.32%	8,225.00	31,174.88	89.17%	
TOTAL INSTRUCTION	69,340,523.81	67,976,952.25	98.03%	282,544.89	1,081,026.67	98.44%	
ADMINISTRATION							
FUNCTION 2100 ADMINISTRATION							
Personnel	2,603,750.56	2,336,383.62	89.73%	0.00	267,366.94	89.73%	
Other	1,393,540.83	1,222,407.49	87.72%	1,050.00	170,083.34	87.79%	
FUNCTION 2200 ATTENDANCE & HEALTH SERV							
Personnel	2,188,000.98	1,866,895.62	85.32%	0.00	321,105.36	85.32%	
Other	105,965.01	48,863.92	46.11%	0.00	57,101.09	46.11%	
TOTAL ADMINISTRATION	6,291,257.38	5,474,550.65	87.02%	1,050.00	815,656.73	87.04%	
PUPIL TRANSPORTATION							
FUNCTION 3100 MANAGEMENT & DIRECTION							
Personnel	382,444.03	355,430.43	92.94%	0.00	27,013.60	92.94%	
Other	102,340.60	94,456.52	92.30%	0.00	7,884.08	92.30%	
FUNCTION 3200 VEHICLE OPERATION SERVICE							
Personnel	2,968,851.92	3,030,946.52	102.09%	0.00	(62,094.60)	102.09%	
Other	977,048.11	841,173.49	86.09%	0.00	135,874.62	86.09%	
FUNCTION 3300 MONITORING SERVICE							
Personnel	712,036.14	653,408.11	91.77%	0.00	58,628.03	91.77%	
FUNCTION 3400 VEHICLE MAINT SERVICE							
Personnel	364,938.60	355,851.21	97.51%	0.00	9,087.39	97.51%	
Other	614,700.06	414,908.07	67.50%	20,625.74	179,166.25	70.85%	
FUNCTION 3500 BUS PURCHASE - REGULAR							
Other	1,707,269.00	1,039,674.00	0.00%	646,830.49	20,764.51	98.78%	
TOTAL PUPIL TRANSPORTATION	7,829,628.46	6,785,848.35	86.67%	667,456.23	376,323.88	95.19%	
OPERATIONS & MAINTENANCE							
FUNCTION 4100 MANAGEMENT & DIRECTION							
Personnel	293,485.96	293,060.32	99.85%	0.00	425.64	99.85%	
Other	27,500.00	22,237.42	80.86%	0.00	5,262.58	80.86%	
FUNCTION 4200 BUILDING SERVICES							
Personnel	4,424,665.61	4,411,475.12	99.70%	0.00	13,190.49	99.70%	

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Twelve Months Ending June 30, 2019 (not finalized, unaudited)

FUNCTION 4300 GROUNDS SERVICES	Other	5,852,746.08	5,301,981.02	90.59%	154,865.94	395,879.12	93.24%
	Personnel	270,779.96	260,016.53	96.03%	0.00	10,763.43	96.03%
	Other	29,232.16	26,897.85	92.01%	0.00	2,334.31	92.01%
FUNCTION 4400 EQUIPMENT SERVICES	Other	57,270.82	55,036.17	96.10%	1,285.64	949.01	98.34%
FUNCTION 4500 VEHICLE SERVICES	Other	168,676.40	165,594.00	98.17%	0.00	3,082.40	98.17%
FUNCTION 4600 SECURITY SERVICES	Personnel	19,772.59	20,494.46	103.65%	0.00	(721.87)	103.65%
	Other	404,833.00	360,595.91	89.07%	0.00	44,237.09	89.07%
FUNCTION 4700 WAREHOUSING SERVICES	Personnel	9,163.34	11,807.08	128.85%	0.00	(2,643.74)	128.85%
TOTAL OPERATIONS & MAINTENANCE		11,558,125.92	10,929,195.88	94.56%	156,171.58	472,758.46	95.91%
Other Non-Instructional Operations							
FUNCTION 5000 Non-Instructional Operations - Other		20,553.66	12,021.89	58.49%	0.00	8,531.77	58.49%
TOTAL Non-Instructional Operations		20,553.66	12,021.89	58.49%	0.00	8,531.77	58.49%
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	28,376.18	21,080.56	74.29%	0.00	7,295.62	74.29%
FUNCTION 6600 BLDG ADD & IMP SERVICES	Personnel	20,000.00	6,683.00	33.42%	0.00	13,317.00	33.42%
	Other	48,376.18	27,763.56	57.39%	0.00	20,612.62	57.39%
TOTAL FACILITIES							
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	1,708,931.83	1,710,417.51	100.09%	0.00	(1,485.68)	100.09%
	Other	520,393.01	289,051.43	55.54%	4,339.34	227,002.24	56.38%
FUNCTION 8200 INSTRUCTIONAL SUPPORT	Personnel	441,381.38	435,090.57	98.57%	0.00	6,290.81	98.57%
	Other	1,194,421.87	1,233,245.30	103.25%	13,274.19	(52,097.62)	104.36%
FUNCTION 8500 PUPIL TRANSPORTATION	Other	2,826.00	9,020.80	319.21%	0.00	(6,194.80)	319.21%
TOTAL TECHNOLOGY		3,867,954.09	3,676,825.61	95.06%	17,613.53	173,514.95	95.51%
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9300 ADMINISTRATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE		0.00	0	0.00%	0	0	0.00%
TOTAL CONTINGENCY RESERVES		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		98,956,419.50	94,883,158.19	95.88%	1,124,836.23	2,948,425.08	97.02%

Lynchburg City Schools
Operating Fund - Statement of Revenue
For the Twelve Months Ending June 30, 2019 (not finalized, unaudited)

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)	(11,041,245.97)	162,800.97	101.50%
240202 BASIC SCHOOL AID	(21,769,498.00)	(21,765,334.61)	(4,163.39)	(22,885,425.00)	(22,484,685.00)	(400,740.00)	98.25%
240207 GIFTED & TALENTED	(243,593.00)	(243,964.00)	371.00	(249,529.00)	(246,690.00)	(2,839.00)	98.86%
240208 REMEDIAL EDUCATION-SOQ	(1,476,782.00)	(1,479,032.00)	2,250.00	(1,492,182.00)	(1,475,205.00)	(16,977.00)	98.86%
240204 REMEDIAL EDUCATION-SUMMER SCHOOL	(164,036.00)	(186,695.00)	22,659.00	(218,153.00)	(124,428.00)	(93,725.00)	57.04%
SUPPL LOTTERY PER PUPIL ALLOCATION	(1,391,118.00)	(1,394,509.00)	3,391.00	(1,677,233.00)	(1,796,641.00)	119,408.00	107.12%
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)	(3,009,615.00)	(34,637.00)	98.86%
240217 VOCATIONAL ED SOQ	(400,913.00)	(401,524.00)	611.00	(628,813.00)	(621,658.00)	(7,155.00)	98.86%
240221 SOC SEC-INSTR	(1,446,537.00)	(1,448,537.00)	2,004.00	(1,502,164.00)	(1,485,072.00)	(17,092.00)	98.86%
240223 VRS INSTRUCTIONAL	(3,324,028.00)	(3,329,093.00)	5,065.00	(3,318,733.00)	(3,280,973.00)	(37,760.00)	98.86%
240241 GROUP LIFE INST	(96,422.00)	(96,569.00)	147.00	(99,812.00)	(94,640.53)	(5,171.47)	94.82%
240228 READING INTERVENTN	(205,913.00)	(218,393.00)	12,480.00	(219,007.00)	(229,363.90)	10,356.90	104.73%
240205 CAT-REG FOSTER	(190,250.00)	(188,242.00)	(2,008.00)	(202,382.00)	(217,595.00)	15,213.00	107.52%
240246 CAT-HOMEBOUND	(110,224.00)	(93,733.71)	(16,490.29)	(93,167.00)	(107,670.72)	14,503.72	115.57%
240248 REGIONAL TUITION	(1,011,481.00)	(1,002,226.65)	(9,254.35)	(1,233,366.00)	(1,025,321.55)	(208,044.45)	83.13%
240265 AT RISK SOQ	(1,489,206.00)	(1,520,272.52)	31,066.52	(1,584,718.00)	(1,675,881.32)	91,163.32	105.75%
240309 ESL	(154,875.00)	(148,421.87)	(6,453.13)	(154,277.00)	(127,575.00)	(26,702.00)	82.69%
240281 AT RISK 4 YR OLDS	(932,488.00)	(932,488.00)	0.00	(956,491.00)	(956,491.00)	0.00	100.00%
240252 CTE EQUIPMENT/CTE REV	(9,748.88)	(22,270.85)	12,521.97	(6,028.74)	(24,139.37)	18,110.63	0.00%
240253 CTE OCC PREP	(57,895.00)	(57,397.33)	(497.67)	(48,323.00)	(43,027.00)	(5,296.00)	89.04%
MATH/READING INSTR SPECIALISTS	(20,502.00)	(20,502.00)	0.00	(41,254.00)	(41,254.00)	0.00	100.00%
EARLY READING SPECIALISTS INITIATIVE	0.00	0.00	0.00	(82,509.00)	(78,293.57)	(4,215.43)	0.00%
240275 PRIMARY CLASS SIZE	(1,915,875.00)	(1,864,678.00)	(51,197.00)	(1,846,920.00)	(1,794,510.00)	(52,410.00)	97.16%
240214 TEXTBOOKS	(557,117.00)	(557,966.00)	849.00	(502,501.00)	(562,696.59)	60,195.59	111.98%
240405 ALGEBRA READINESS	(143,036.00)	(143,035.75)	(0.25)	(145,199.00)	(143,093.00)	(2,106.00)	98.55%
COMMONWEALTH OF VA	(50,768,667.88)	(50,854,930.81)	86,262.93	(53,110,883.74)	(52,687,765.52)	(423,118.22)	99.20%
330212 IMPACT AID/PL81-874	(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)	(713,393.39)	363,393.39	203.83%
JR ROTC	(105,000.00)	(132,235.20)	27,235.20	(105,000.00)	(101,069.70)	(3,930.30)	96.26%
FEDERAL	(463,500.00)	(760,284.90)	296,784.90	(463,500.00)	(827,940.10)	364,440.10	178.63%

Agenda Attachment

Lynchburg City Schools
Operating Fund - Statement of Revenue
For the Twelve Months Ending June 30, 2019 (not finalized, unaudited)

	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)	(43,115,071.00)	0.00	100.00%
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)	(43,115,071.00)	0.00	100.00%
189912 MISC REV/OTH FUNDS	(75,000.00)	(34,511.37)	(40,488.63)	46.02%	(55,000.00)	(145,008.11)	90,008.11	263.65%
180303 REBATES & REFUNDS	(86,250.00)	(34,183.73)	(52,066.27)	39.63%	(86,250.00)	(107,853.99)	21,603.99	125.05%
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)	(6,480.00)	(3,520.00)	64.80%
189910 INSURANCE ADJUST	(133,833.00)	(66,047.14)	(67,785.86)	49.35%	(8,625.00)	(3,833.39)	(4,791.61)	44.45%
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)	(343,116.43)	103,241.43	143.04%
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)	(120,529.09)	20,529.09	120.53%
161206 TUITION ADULT	(20,000.00)	(27,885.00)	7,885.00	139.43%	(25,000.00)	(17,160.00)	(7,840.00)	68.64%
161207 TUITION SUMMER SCH	(25,000.00)	(43,442.53)	18,442.53	173.77%	(30,000.00)	(31,840.00)	1,840.00	106.13%
161202 SPEC PUPIL FEES	(31,000.00)	(16,758.86)	(14,241.14)	54.06%	(25,000.00)	(44,519.10)	19,519.10	178.08%
161205 BUS RENTAL	(325,000.00)	(430,608.70)	105,608.70	132.49%	(325,000.00)	(443,919.02)	118,919.02	136.59%
190101 TUIT FM OTH CO/CY	(500,000.00)	(575,177.76)	75,177.76	115.04%	(600,000.00)	(34,996.31)	(565,003.69)	5.83%
161201 DUAL ENROLLMENT	(185,000.00)	(146,043.00)	(38,957.00)	78.94%	(150,000.00)	(152,806.50)	2,806.50	101.87%
PRINT SHOP	(65,000.00)	(55,337.83)	(9,662.17)	85.14%	(50,000.00)	(54,196.16)	4,196.16	108.39%
SCHOOL NUT UTILITIES	(90,000.00)	(80,411.32)	(9,588.68)	89.35%	(90,000.00)	(74,145.66)	(15,854.34)	82.38%
FACILITY RENTALS	(50,000.00)	(128,490.38)	78,490.38	256.98%	(75,000.00)	(113,995.12)	38,995.12	151.99%
INDIRET COSTS	(200,000.00)	(171,787.64)	(28,212.36)	85.89%	(203,304.00)	(263,956.89)	60,652.89	129.83%
CHARGES FOR SERVICES	(1,694,000.00)	(1,948,069.62)	254,069.62	115.00%	(1,839,304.00)	(1,518,063.85)	(321,240.15)	82.53%
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)	(98,491,956.90)	(464,462.60)	99.53%

	Original budget	Additional State CTE Funds	Fund Balance Return	Prior Year Encumbrance	Insurance Proceeds Allocated	Textbook Reserve Withdrawal	Adjusted Budget
Original budget	\$ 95,324,667.00						\$ 97,672,407.00
Prior Year Encumbrance	\$ 1,275,388.88						\$ 6,028.74
Addtl funding - CTE equipment	\$ 9,748.88						\$ 350,000.00
Sale of Bus Proceeds	\$ 13,500.00						\$ 187,785.76
E-rate - Shentel	\$ 88,000.00						\$ 3,625.00
Insurance Proceeds	\$ 33,833.00						\$ 736,573.00
Restricted Donation	\$ 5,512.50						
Adjusted Budget	\$ 96,750,650.26						\$ 98,956,419.50

Agenda Report

Date: 08/06/19

Agenda Number: F-2

Attachments: Yes

From: Crystal M. Edwards, Superintendent

Subject: Personnel Report

Summary/Description:

The personnel recommendations for July 16, 2019 – August 06, 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 July 16, 2019 – August 06, 2019.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2019-2020:

Ashley Kelly	Averett College	BA / (Lv. 3	3 yrs 3)	Linkhorne Middle School Social Studies Teacher	08-05-2019
Driggers Arielle	Flagler College	BA / (Lv. 3	3 yrs 3)	Dearington Elementary School 3 rd Grade Teacher	08-05-2019
Guridy Alicia	Liberty University	MA / (Lv. 5	5 yrs 3)	Linkhorne Middle School English Teacher	08-05-2019
Lemaster Inka	Koblenz-Landau University of	MA / (Lv. 1	1 yr 3)	Heritage High School German Teacher	TBD
Lewis-Yoder Joan	Longwood University	MA / (Lv. 14	14 yrs 3)	Dearington Elementary Special Education Teacher	08-05-2019
Litz Rachel	Lynchburg University of	BA / (Lv. 0	0 yrs 3)	Hutcherson Early Learning Center ECSE	08-05-2019
Lovelace Medley	Liberty University	MA / (Lv. 0	0 yrs 3)	Perrymont Elementary School Music Teacher	08-05-2019
Minick Matthew	East Carolina University	BA / (Lv. 30	30 yrs 4)	Linkhorne Middle School Band Director	08-05-2019
Sempsrott Victoria	Indian River St College	BA / (Lv. 0	0 yrs 3)	Linkhorne Elementary School Literacy Teacher	08-05-2019
Thornhill Kathryn	Randolph College	MA / (Lv. 3	3 yrs 3)	Sandusky Elementary School 5 th Grade Teacher	08-05-2019
Vukich Lee	Liberty University	DOCT / (Lv. 16	16 yrs 3)	Linkhorne Middle School Social Studies Teacher	08-05-2019
Walker Tramaine	Clark-Atlanta University	BA / (Lv. 0	0 yrs 1)	Sandusky Middle School English Teacher	08-05-2019
Womack Taylor	Longwood University	BA / (Lv. 6	6 yrs 3)	Dearington Elementary Lead Instructional Coach	07-29-2019

RESIGNATIONS:

Folwell Sarah	UNCG	MA / (Lv. 1	1 yr 3)	Sheffield Elementary 3 rd Grade Teacher	06-01-2019
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Agenda Attachment

Item: F-2

Honeycutt Chad	Arizona State University	MA / (Lv. 2	2 yrs 4)	Exceptional Learners BCBA	06-07-2019
Lyford Kaitlyn	VCU	BA / (Lv. 0	0 yrs 3)	Bedford Hills Elementary School Special Education Teacher	06-01-2019
Martin Kimberley	Lynchburg University	BA / (Lv. 6	6 yrs 3)	Linkhorne Middle School English Teacher	06-01-2019
Meyer Aaron	Virginia Tech	BA / (Lv. 2	2 yrs 4)	Perrymont Elementary Teacher Vocal Music Teacher	06-01-2019
Miller Jerry	Delaware University of	MA / (Lv. 17	17 yrs 4)	Dunbar Middle School Social Studies Teacher	06-01-2019
Smith Lori	Kennasaw St. College	BA / (Lv. 22	22 yrs 3)	R.S. Payne Elementary Gifted Teacher	06-01-2019
Tarkenton Kenna	Delaware University of	MA / (Lv. 22	22 yrs 3)	Dunbar Middle School Science Teacher	06-01-2019
West-Hazlewood Katharine	Randolph College	MA / (Lv. 4	4 yrs 3)	R.S. Payne Elementary Special Education Teacher	06-01-2019

RETIREMENTS:

NONE

LEAVE OF ABSENCE:

NONE

Agenda Report

Date: 08/06/19

Agenda Number: H-1

Attachments: No

From: Crystal M. Edwards, Superintendent

Subject: Strategic Plan Discussion

Summary/Description:

The Lynchburg City School Board is committed to an ongoing review of student data and discussion regarding strategies to address and close the learning/achievement gaps. The focus of tonight's discussion will be on the connection between the board Strategic Plan and School Improvement Plans.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 08/06/19

Agenda Number: I-1

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:

Recommendation:

The superintendent recommends that the school board approve 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.

Agenda Report

Date: 08/06/19

Agenda Number: I-2

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

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

Recommendation:

The superintendent recommends that the school board approve the changes to policies BBFD – Conflict of Interest and Disclosure of Economic Interests, BDCA – Calling and Certification of Closed Meetings, and JFB – Student Involvement in Decision Making proposed by VSBA.

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

Agenda Report

Date: 08/06/19

Agenda Number: J-1

Attachments: No

From: School Board Chair

Subject: Appointment of the 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

Christi Meservy

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The school board chair recommends that the school board appoint Christi Meservy as the clerk of the school board for 2019- 20.

Agenda Report

Date: 08/06/19

Agenda Number: J-2

Attachments: Yes

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

Subject: Capital Improvement Plan: School Gymnasium Addition

Summary/Description:

The FY20 capital improvement plan included \$1,000,000 in additional funding.

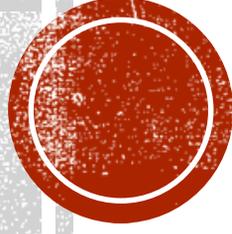
The school administration will provide information on the recommended location for the third gym.

Disposition: Action
 Information
 Action at Meeting on:

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 September 3, 2019.

CIP — ELEMENTARY GYM'S





THE LONG RANGE PLAN

- Since 2013-14 the CIP has had a consistent theme
 - HHS replacement
 - Elementary School renovations and replacement (with Gyms included in the project) – Paul Munro (Reno), Linkhorne (Reno) and Sandusky
 - Need for Elementary School Gyms in some locations
 - Roof replacements
 - Mechanical, Electrical and Plumbing projects
 - Paving, fencing and playgrounds



CIP HISTORY

Five Elementary Schools

- Bedford Hills
- Heritage
- Perrymont
- Sheffield
- Dearington

All of these schools met unique criteria

1. Cafeteria is used for movement education.
2. No major renovation or building replacement project

SERVICE AREA
Schools

DEPARTMENT
Schools

LOCATION
5 elementary schools

PROJECT TITLE/PROJECT NUMBER
ELEMENTARY SCHOOL GYMNASIUMS

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project supports essential services

PROJECT DESCRIPTION



This project involves construction of gymnasiums at five elementary schools. Bedford Hills ES, Heritage ES, Perrymont ES, Sheffield ES and Dearington ES in FY 2018.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 11, Page 11.12, Goal 6: Support efforts to improve the quality of Lynchburg Public Schools.

PROJECT MANAGER(S)

Ben Copeland, Assistant Superintendent for Operations & Administration - Schools

PROJECT START DATE

07/2017

PROJECT COMPLETION DATE

09/2019

COMPLETION SCHEDULE

Activity	Complete - Quarter			
Construction	Q1 FY 2018	Q4 FY 2019		

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
Additional utility expense required in future years.

FIVE YEAR PROPOSED PROJECT APPROPRIATIONS BY ACTIVITY

Activity	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Program Period Estimate
Construction	0	0	0	0	2,500,000	\$2,500,000
TOTAL	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000

TOTAL PROJECT COST

TOTAL PRIOR APPROPRIATIONS THROUGH 10/31/12	FY 2014-2018 APPROPRIATIONS	BEYOND FY 2018 APPROPRIATIONS	TOTAL PROJECT APPROPRIATIONS

GYM FUNDING & TIMING

Original timeline was a 2018 project start with funding contained in one year.

This changed over time to a 2019 project start with funding split over two years.

\$1.5 million allocated in July 2018

\$1 million allocated in July 2019

Agenda Report Attachment

Item: I-14

FY 2019 All projects funded	FY 2020	FY 2021	FY 2022	FY 2023	Total
All renovation/replacement projects shift out 1 year					
1,500,000	20,000,000				21,500,000
	500,000	9,300,000			9,800,000
1,500,000		400,000	7,600,000		8,000,000
	1,000,000				1,500,000
			200,000	2,600,000	2,800,000
3,000,000	21,500,000	9,700,000	7,800,000	2,600,000	44,600,000

Renovations/Replacement Projects

- Sandusky Elementary School Replacement
- Linkhome Elementary School Renovation
- Paul Munro Elementary School Renovation
- three (3) Elementary School Gym Addition
- two (2) Elementary School Gym Addition
- New Transportation Building
- Total Replacement/Renovation Projects**

Capital Maintenance Projects:

Mechanical/Electrical:

- BHES Chiller Replacement
- DESI Chiller Replacement
- Bass ES HVAC Replacement
- Dunbar MS Chiller Replacement
- Sandusky ES HVAC (if no new building)
- Sandusky ES Electrical (if no new building)
- Perrymont ES HVAC
- Linkhome MS - Cooling Tower Replacement
- Linkhome Middle - chiller rebuild (2)
- Paul Munro ES HVAC (if no reno)
- Paul Munro ES Electrical (if no reno)
- Linkhome ES Electrical (if no reno)
- Linkhome ES - air handlers (if no reno)

Plumbing/Restroom Renovation

- Dearington ES
- Paul Munro ES (if no reno)
- Sandusky ES (if no new building)
- Linkhome ES (if no reno)
- Perrymont ES

Secondary School Athletics -

- ECG Turf
- SMS Track
- HHS Baseball Turf

Elementary School Gym Floor Replacement

- Bass ES Gym Floor

Roof Replacement/Repair:

- Heritage ES
- Paul Munro ES
- Linkhome Elementary B,C,D,E,K
- Dearington ES - Section A&C
- Dunbar MS - West (low roof)
- Sheffield ES - 2001 Addition
- RS Payne ES
- ECG - Main gym and locker rooms
- Sandusky ES (if no new building)

Priority 2					
	300,000				300,000
		250,000			250,000
	600,000				600,000
	350,000				350,000
			550,000		550,000
		350,000			350,000
				450,000	450,000
	75,000				75,000
		150,000			150,000
				450,000	450,000
			350,000		350,000
				350,000	350,000
				550,000	550,000

45,000					45,000
		90,000			90,000
			100,000		100,000
		100,000			100,000
	45,000				45,000

90,000				650,000	650,000
		0			90,000
			550,000		550,000

60,000					60,000
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Priority 1					
	720,000				720,000
		500,000			500,000
		575,000			575,000
	300,000				300,000
			130,000		130,000
			95,000		95,000
		400,000			400,000
	325,000			600,000	600,000



PHASE 1 GYMS

Bedford Hills

- Construction Cost - \$697,093



Sheffield

- Construction Cost - \$671,907





School	Existing Gym	Student Enrollment	Potential Site	Overall Site Condition	In original FY14 CIP ES Gym Plans
Perrymont	No	316	Yes	Good	yes
Heritage	No	478	Yes	Good	yes
Dearington	No	197	NO; additional land required	unknown	yes
Linkhorne	No	405	Yes	Fair	no
Paul Munro	No	339	Yes	Fair	no
Sandusky	No	336	Yes	Poor	no
T C Miller	60' x 40' MP Room	229	Yes	Good	no
Bass	Yes	211	N/A	N/A	no
R S Payne	Yes	538	N/A	N/A	no
Bedford Hills	March 1, 2020	432	Selected	Good	yes
Sheffield	March 2, 2020	363	Selected	Good	yes



RECOMMENDATION IS PERRYMONT ELEMENTARY

Agenda Report

Date: 08/06/19

Agenda Number: J-3

Attachments: No

From: Susan D. Morrison, School Board Chair

Subject: School Board Annual Retreat: 2019-20

Summary/Description:

Each year, the Lynchburg City School Board conducts an annual retreat. The school board will discuss potential retreat dates, and begin to identify possible topics for discussion.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 08/06/19

Agenda Number: J-4

Attachments: No

From: Susan D. Morrison, School Board Chair

Subject: School Board Work Sessions: 2019-20

Summary/Description:

The following dates are recommended for School Board Work Sessions for the 2019-20 school year:

August 20, 2019

March 17, 2020

June 16, 2020

September 17, 2019

January 28, 2020

April 21, 2020

October 15, 2019

February 18, 2020

May 19, 2020

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the recommended dates for the 2019-20 School Board Work Sessions.