



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

Lynchburg City School Board

Keith R. Anderson
School Board District 2

Mary Ann H. Barker
School Board District 1

Albert L. Billingsly
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Troy L. McHenry
School Board District 3

Jennifer R. Poore
School Board District 2

Treney L. Tweedy
School Board District 3

J. Marie Waller
School Board District 2

Charles B. White
School Board District 1

School Administration

Larry A. Massie
Interim Superintendent

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

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
September 20, 2011 5:30 p.m.
School Administration Building
Board Room

A. PUBLIC COMMENTS

- 1. Public Comments
Larry A. Massie.Page 1
Discussion

B. SPECIAL PRESENTATION

- 1. William Marvin Bass Elementary School
Larry A. Massie.Page 2
Discussion

C. FINANCE REPORT

- 1. Finance Report
Anthony E. Beckles, Sr.Page 3
Discussion

D. CONSENT

- 1. School Board Meeting Minutes: July 19, 2011 (Regular Meeting)
- 2. Religious Exemption
Larry A. Massie.Page 7
Discussion/Action
- 3. Religious Exemption
Larry A. Massie.Page 9
Discussion/Action
- 4. Religious Exemption
Larry A. Massie.Page 11
Discussion/Action

5. Administrative Regulation 5-53.8: Classified Personnel Evaluation
Larry A. Massie.Page 15
Discussion/Action

E. STUDENT REPRESENTATIVE COMMENTS

F. UNFINISHED BUSINESS

1. Safe Routes to School
Larry A. Massie.Page 19
Discussion

2. Superintendent Selection Process
Charles B. White.Page 20
Discussion

3. School Board Retreat: 2011-12
Larry A. Massie.Page 21
Discussion

G. NEW BUSINESS

1. Capital Improvement Plan: Linkhorne Middle School and Paul Laurence Dunbar Middle School for Innovation
Steven L. GatzkePage 22
Discussion/Action

H. SUPERINTENDENT’S COMMENTS

I. BOARD COMMENTS

J. CLOSED MEETING

1. Notice of Closed Meeting
Larry A. Massie.Page 24
Discussion/Action

2. Certification of Closed Meeting
Larry A. Massie.Page 25
Discussion/Action

K. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, October 4, 5:30 p.m.
Board Room, School Administration Building

School Board Retreat: October 20 and 21, 2011, Third Floor
Conference Room, Genworth Life and Annuity Insurance
Company, 700 Main Street

L. ADJOURNMENT

Agenda Report

Date: 09/20/11

Agenda Number: A-1

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: Public Comments

Summary/Description:

In accordance with School Board Policy 1-41: Public Participation, the school board welcomes requests and comments as established in the guidelines within that policy. Individuals who wish to speak before the school board shall have an opportunity to do so at this time.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 09/20/11

Agenda Number: B-1

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: William Marvin Bass Elementary School

Summary/Description:

Mr. Leverne L. Marshall, principal at William Marvin Bass Elementary School, along with staff will provide a brief presentation that highlights instructional initiatives at the school.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 9/20/11

Agenda Number: C-1

Attachments:

From: Larry A. Massie, Interim Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject:

Summary/Description:

The school administration, in accordance with the 2011-12 school's operating budget, authorized, approved, and processed the necessary payments through August 31, 2011. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through August 31, 2011, for the operating fund.

| | | |
|--|-----------------|-----------------|
| Total Operating Fund Budget | | \$75,705,953.00 |
| Through August 31, 2011 | | |
| Actual Revenue Received | \$5,377,265.06 | |
| Actual Expenditures | \$5,118,184.14 | |
| Actual Encumbered | \$21,745,467.64 | |
| Percent of Budget Received | | 7.10% |
| Percent of Budget Used, excluding encumbrances | | 6.76% |
| As of 8/31/11 – 2 months | | 16.00% |

The revenue and expenditure reports detail the transactions recorded through August 31, 2011. All reports appear as attachments to the agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Two Months Ended August 31, 2011

| | Fiscal Year 2010-11 (unaudited) | | | Fiscal Year 2011-12 | | | | BUDGET AVAILABLE | BUDGET % USED |
|---|---------------------------------|----------------------|----------------|----------------------|---------------------|---------------|----------------------|----------------------|---------------|
| | BUDGET | TRANSACTIONS | BUDGET % USED | BUDGET | TRANSACTIONS | BUDGET % USED | ENCUMBRANCES | | |
| INSTRUCTION | | | | | | | | | |
| FUNCTION 1100 CLASSROOM INSTRUCTION | 43,807,198.00 | 43,001,732.26 | 98.16% | | 923,397.06 | | 3,980,968.08 | | |
| FUNCTION 1200 INST SUPPORT-STUDENT | 2,754,658.44 | 2,679,824.08 | 97.28% | | 276,098.05 | | 1,343,141.67 | | |
| FUNCTION 1300 INST SUPPORT-STAFF | 5,091,974.86 | 4,960,244.91 | 97.41% | | 493,455.25 | | 2,674,691.13 | | |
| FUNCTION 1400 INST SUPPORT-SCHOOL ADMN | 4,404,168.11 | 3,400,065.83 | 77.20% | | 629,577.81 | | 3,446,459.08 | | |
| TOTAL INSTRUCTION | 56,057,999.41 | 54,041,867.08 | 96.40% | 55,010,535.00 | 2,322,528.17 | 4.22% | 11,445,259.96 | 41,242,746.87 | 25.03% |
| ADMINISTRATION | | | | | | | | | |
| FUNCTION 2100 ADMINISTRATION | 2,449,937.78 | 2,096,489.10 | 85.57% | | 423,851.26 | | 1,175,861.24 | | |
| FUNCTION 2200 ATTENDANCE & HEALTH SERV | 1,803,495.42 | 1,736,958.35 | 96.31% | | 67,412.11 | | 678,942.89 | | |
| TOTAL ADMINISTRATION | 4,253,433.20 | 3,833,447.45 | 90.13% | 4,521,880.00 | 491,263.37 | 10.86% | 1,854,804.13 | 2,175,812.50 | 51.88% |
| PUPIL TRANSPORTATION | | | | | | | | | |
| FUNCTION 3100 MANAGEMENT & DIRECTION | 278,661.38 | 270,242.66 | 96.98% | | 43,143.49 | | 213,649.89 | | |
| FUNCTION 3200 VEHICLE OPERATION SERVICE | 2,920,292.42 | 2,851,212.01 | 97.63% | | 205,536.14 | | 66,008.41 | | |
| FUNCTION 3300 MONITORING SERVICE | 318,795.50 | 303,775.67 | 95.29% | | 1,437.39 | | 0.00 | | |
| FUNCTION 3400 VEHICLE MAINT SERVICE | 367,100.50 | 363,030.56 | 98.89% | | 60,498.70 | | 17,153.09 | | |
| FUNCTION 3500 BUS PURCHASE - REGULAR | 169,217.06 | 169,227.06 | 100.01% | | 0.00 | | 0.00 | | |
| FUNCTION 3600 BUS - LEASE PURCHASE | 66,000.00 | 66,506.94 | 100.77% | | 0.00 | | 0.00 | | |
| TOTAL PUPIL TRANSPORTATION | 4,120,066.86 | 4,023,994.90 | 97.67% | 3,877,363.00 | 310,615.72 | 8.01% | 296,811.39 | 3,269,935.89 | 15.67% |
| OPERATIONS & MAINTENANCE | | | | | | | | | |
| FUNCTION 4100 MANAGEMENT & DIRECTION | 307,191.98 | 287,213.22 | 93.50% | | 52,564.68 | | 215,019.70 | | |
| FUNCTION 4200 BUILDING SERVICES | 8,852,667.95 | 8,574,983.01 | 96.86% | | 1,455,190.94 | | 5,684,662.77 | | |
| FUNCTION 4300 GROUNDS SERVICES | 240,570.71 | 243,949.95 | 101.40% | | 36,027.59 | | 172,470.32 | | |
| FUNCTION 4400 EQUIPMENT SERVICES | 48,000.00 | 48,525.77 | 101.10% | | 4,446.66 | | 0.00 | | |
| FUNCTION 4500 VEHICLE SERVICES | 23,000.00 | 25,566.85 | 111.16% | | 2,409.65 | | 0.00 | | |
| FUNCTION 4600 SECURITY SERVICES | 232,224.50 | 260,550.95 | 112.20% | | 16,836.97 | | 0.00 | | |
| TOTAL OPERATIONS & MAINTENANCE | 9,703,655.14 | 9,440,789.75 | 97.29% | 9,431,573.00 | 1,567,476.49 | 16.62% | 6,072,152.79 | 1,791,943.72 | 81.00% |
| SCHOOL FOOD SERVICES | | | | | | | | | |
| FUNCTION 5100 SCHOOL FOOD SERVICES | 0 | 0.00 | 0.00% | 0 | 25,817.00 | | 184,389.62 | -210,206.62 | |
| TOTAL SCHOOL FOOD SERVICES | 0.00 | 0.00 | 0.00% | 0.00 | 25,817.00 | 0.00% | 184,389.62 | -210,206.62 | 0.00% |
| FACILITIES | | | | | | | | | |
| FUNCTION 6200 SITE IMPROVEMENTS | 0 | 0 | 0.00% | 0 | 0 | | 0 | 0.00 | |
| FUNCTION 6600 BLDG ADD & IMP SERVICES | 98,095.00 | 63,099.89 | 64.33% | 95,677.00 | 7,283.08 | | 20,610.00 | 67,783.92 | |
| TOTAL FACILITIES | 98,095.00 | 63,099.89 | 64.33% | 95,677.00 | 7,283.08 | 7.61% | 20,610.00 | 67,783.92 | 29.15% |
| DEBT SERVICE | | | | | | | | | |
| FUNCTION 7100 DEBT SERVICE | 720,472.94 | 717,900.14 | 99.64% | 536,752.00 | 118,934.54 | 22.16% | 384,190.24 | 33,627.22 | 93.74% |
| TOTAL DEBT SERVICE | | | | | | | | | |
| TECHNOLOGY | | | | | | | | | |
| FUNCTION 8100 CLASSROOM INSTRUCTION | 1,560,213.69 | 1,762,037.19 | 112.94% | | 184,515.96 | | 1,297,149.47 | | |
| FUNCTION 8200 INSTRUCTIONAL SUPPORT | 652,501.82 | 466,081.62 | 71.43% | | 89,749.81 | | 190,100.04 | | |
| FUNCTION 8200 LEASE PURCHASE | 109,975.76 | 109,975.76 | 100.00% | | 0.00 | | 0.00 | | |
| TOTAL TECHNOLOGY | 2,322,691.27 | 2,338,094.57 | 100.66% | 2,232,173.00 | 274,265.77 | 12.29% | 1,487,249.51 | 0.00 | 78.91% |
| CONTINGENCY RESERVES | | | | | | | | | |
| FUNCTION 9100 CLASSROOM INSTRUCTION | 0 | 0 | 0.00% | | | | | | |
| FUNCTION 9300 ADMINISTRATION | 300,000.00 | 0 | 0.00% | | | | | | |
| FUNCTION 9500 PUPIL TRANSPORTATION | 200,000.00 | 0 | 0.00% | | | | | | |
| FUNCTION 9600 OPERATIONS & MAINTENANCE | 0 | 0 | 0.00% | | | | | | |
| TOTAL CONTINGENCY RESERVES | 500,000.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% |
| TOTAL OPERATING BUDGET | 77,776,413.82 | 74,459,193.78 | 95.73% | 75,705,953.00 | 5,118,184.14 | 6.76% | 21,745,467.64 | 48,371,643.50 | 35.48% |

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Two Months Ended August 31, 2011

| ACCOUNT TITLE | FY 2010-2011 (unaudited) | | | | FY 2011-12 | | | |
|---------------------------|--------------------------|------------------------|-----------------------|----------------|------------------------|-----------------------|------------------------|---------------|
| | REVENUE BUDGET | YTD TRANSACTIONS | BUDGET BALANCE | % RECEIVED | REVENUE BUDGET | YTD TRANSACTIONS | BUDGET BALANCE | % RECEIVED |
| 240308 SALES TAX RECEIPTS | (8,321,436.00) | (8,686,156.49) | 364,720.49 | 104.38% | (8,965,522.00) | (793,756.08) | (8,171,765.92) | 8.85% |
| 240202 BASIC SCHOOL AID | (19,996,461.00) | (18,942,052.10) | (1,054,408.90) | 94.73% | (19,663,616.00) | (3,277,269.32) | (16,386,346.68) | 16.67% |
| 240207 GIFTED & TALENTED | (232,983.00) | (233,626.00) | 643.00 | 100.28% | (233,116.00) | (38,852.68) | (194,263.32) | 16.67% |
| 240208 REMEDIAL EDUCATION | (916,399.00) | (918,931.00) | 2,532.00 | 100.28% | (916,922.00) | (152,820.32) | (764,101.68) | 16.67% |
| 240208 REMEDIAL EDUCATION | (206,426.00) | (148,487.00) | (57,939.00) | 71.93% | (148,487.00) | 0.00 | (148,487.00) | 0.00% |
| 240209 ENROLLMENT LOSS | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| 240212 SPECIAL ED SOQ | (2,583,520.00) | (2,590,657.00) | 7,137.00 | 100.28% | (2,584,995.00) | (430,832.52) | (2,154,162.48) | 16.67% |
| 240217 VOCATIONAL ED SOQ | (305,466.00) | (306,310.00) | 844.00 | 100.28% | (305,641.00) | (50,940.16) | (254,700.84) | 16.67% |
| 240221 SOC SEC-INSTR | (1,340,942.00) | (1,344,650.00) | 3,708.00 | 100.28% | (1,212,202.00) | (223,618.52) | (988,583.48) | 18.45% |
| 240223 VRS INSTRUCTIONAL | (792,143.00) | (794,330.00) | 2,187.00 | 100.28% | (1,341,711.00) | (202,033.68) | (1,139,677.32) | 15.06% |
| 240241 GROUP LIFE INST | (46,598.00) | (46,725.00) | 127.00 | 100.27% | (46,623.00) | (7,770.52) | (38,852.48) | 16.67% |
| 240228 READING INTERVENTN | (117,822.00) | (142,932.00) | 25,110.00 | 121.31% | (141,000.00) | 0.00 | (141,000.00) | 0.00% |
| 240205 CAT-REG FOSTER | (150,118.00) | (140,240.00) | (9,878.00) | 93.42% | (145,135.00) | 0.00 | (145,135.00) | 0.00% |
| 240246 CAT-HOMEBOUND | (160,802.00) | (147,984.74) | (12,817.26) | 92.03% | (156,865.00) | 0.00 | (156,865.00) | 0.00% |
| 240248 REGIONAL TUITION | (866,273.00) | (645,645.48) | (220,627.52) | 74.53% | (849,922.00) | 0.00 | (849,922.00) | 0.00% |
| 240265 AT RISK SOQ | (1,071,449.00) | (1,074,480.00) | 3,031.00 | 100.28% | (1,074,910.00) | 0.00 | (1,074,910.00) | 0.00% |
| 240309 ESL | (114,953.00) | (89,904.00) | (25,049.00) | 78.21% | (106,053.00) | 0.00 | (106,053.00) | 0.00% |
| 330213 SCHOOL LUNCH | 0.00 | 0.00 | 0.00 | 100.00% | 0.00 | 0.00 | 0.00 | 100.00% |
| 240281 AT RISK 4 YR OLDS | (1,209,101.00) | (1,209,101.00) | 0.00 | 100.00% | (1,231,987.00) | 0.00 | (1,231,987.00) | 0.00% |
| 240218 CTE - ADULT ED | (19,175.00) | (1,238.00) | (17,937.00) | 6.46% | (19,175.00) | 0.00 | (19,175.00) | 0.00% |
| 240252 CTE EQUIPMENT | 0.00 | (10,212.98) | 10,212.98 | 100.00% | 0.00 | 0.00 | 0.00 | 100.00% |
| 240253 CTE OCC PREP | (29,073.00) | (25,260.00) | (3,813.00) | 86.88% | (33,809.00) | 0.00 | (33,809.00) | 0.00% |
| LOTTERY PROCEEDS | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| REG SPEC SERV | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| 240273 CPI HOLD HARMLESS | (1,744,519.00) | (1,563,186.60) | (181,332.40) | 89.61% | (126,411.00) | 0.00 | (126,411.00) | 0.00% |
| SUPPLEMENTAL SUPPORT | 0.00 | 0.00 | 0.00 | 0.00% | (671,477.00) | 0.00 | (671,477.00) | 0.00% |
| 240275 PRIMARY CLASS SIZE | (1,174,904.00) | (1,171,919.00) | (2,985.00) | 99.75% | (1,190,402.00) | 0.00 | (1,190,402.00) | 0.00% |
| 240214 TEXTBOOKS | (272,021.00) | (272,772.00) | 751.00 | 100.28% | (210,115.00) | (35,019.16) | (175,095.84) | 16.67% |
| 240203 GED/ISAEP | (23,576.00) | (23,576.00) | 0.00 | 100.00% | (23,576.00) | 0.00 | (23,576.00) | 0.00% |
| 240405 ALGEBRA READINESS | (110,760.00) | (114,911.00) | 4,151.00 | 103.75% | (114,911.00) | 0.00 | (114,911.00) | 0.00% |
| COMMONWEALTH OF VA | (41,806,920.00) | (40,645,287.39) | (1,161,632.61) | 97.22% | (41,514,583.00) | (5,212,912.96) | (36,301,670.04) | 12.56% |
| 330201 BASIC ADULT ED. | (50,000.00) | (44,128.90) | (5,871.10) | 88.26% | (50,000.00) | 0.00 | (50,000.00) | 0.00% |
| 330212 IMPACT AIDPL81-874 | (6,000.00) | (7,990.43) | 1,990.43 | 133.17% | (6,000.00) | 0.00 | (6,000.00) | 0.00% |
| 180303 MEDICAID REIMBURSE | (300,000.00) | (842,050.41) | 542,050.41 | 280.68% | (300,000.00) | 0.00 | (300,000.00) | 0.00% |
| JR ROTC | (105,000.00) | (114,133.42) | 9,133.42 | 108.70% | (105,000.00) | 0.00 | (105,000.00) | 0.00% |
| FEDERAL | (461,000.00) | (1,008,303.16) | 547,303.16 | 218.72% | (461,000.00) | 0.00 | (461,000.00) | 0.00% |

Agenda Report Attachment

Item: C-1

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Two Months Ended August 31, 2011

| | FY 2010-2011 (unaudited) | | | | FY 2010-2011 | | | |
|-----------------------------|--------------------------|------------------------|--------------------|----------------|------------------------|-----------------------|------------------------|---------------|
| | REVENUE BUDGET | YTD TRANSACTIONS | BUDGET BALANCE | % RECEIVED | REVENUE BUDGET | YTD TRANSACTIONS | BUDGET BALANCE | % RECEIVED |
| 510500 CITY OPER APPR | (33,710,034.00) | (33,710,034.00) | 0.00 | 100.00% | (31,942,103.00) | 0.00 | (31,942,103.00) | 0.00% |
| 510502 CITY DEBT SERV APP | (33,627.00) | (31,021.65) | (2,605.35) | 92.25% | (33,627.00) | 0.00 | (33,627.00) | 0.00% |
| CITY - USE OF RESERVES | 0.00 | 0.00 | 0.00 | 0.00% | (200,000.00) | 0.00 | (200,000.00) | 0.00% |
| CITY | (33,743,661.00) | (33,741,055.65) | (2,605.35) | 99.99% | (32,175,730.00) | 0.00 | (32,175,730.00) | 0.00% |
| 189912 MISC REV/OTH FUNDS | 0.00 | (278,625.09) | 278,625.09 | 100.00% | 0.00 | (666.00) | 666.00 | 100.00% |
| 180303 REBATES & REFUNDS | (15,000.00) | (51,501.65) | 36,501.65 | 343.34% | (15,000.00) | (2,048.00) | (12,952.00) | 13.65% |
| 189903 DONATIONS & SP GF | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| 189909 SALE OTHER EQUIP | 0.00 | (1,813.45) | 1,813.45 | 100.00% | 0.00 | 0.00 | 0.00 | 100.00% |
| 189910 INSURANCE ADJUST | (162,217.06) | (168,572.58) | 6,355.52 | 103.92% | (3,000.00) | 0.00 | (3,000.00) | 0.00% |
| 189912 OTHER FUNDS | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| E RATE REIMBURSEMENT | (85,000.00) | (96,777.43) | 11,777.43 | 113.86% | (85,000.00) | 0.00 | (85,000.00) | 0.00% |
| TRANSFER IN/OUT | 0.00 | 23,725.85 | (23,725.85) | -100.00% | 0.00 | 0.00 | 0.00 | -100.00% |
| MISCELLANEOUS | (262,217.06) | (573,564.35) | 311,347.29 | 218.74% | (103,000.00) | (2,714.00) | (100,286.00) | 2.63% |
| 150201 RENTS | (110,000.00) | (98,000.00) | (12,000.00) | 89.09% | (98,000.00) | (98,000.00) | 0.00 | 100.00% |
| 161201 TUITION DAY SCHOOL | (189,000.00) | (132,647.66) | (56,352.34) | 70.18% | (160,000.00) | (22,049.02) | (137,950.98) | 13.78% |
| 161206 TUITION ADULT | (15,750.00) | (19,342.00) | 3,592.00 | 122.81% | (10,000.00) | 0.00 | (10,000.00) | 0.00% |
| 161207 TUITION SUMMER SCH | 0.00 | 0.00 | 0.00 | 0.00% | (40,000.00) | 0.00 | (40,000.00) | 0.00% |
| 161202 SPEC PUPIL FEES | (50,000.00) | (49,763.36) | (236.64) | 99.53% | (45,000.00) | (152.00) | (44,848.00) | 0.34% |
| 161205 BUS RENTAL | (132,500.00) | (405,708.09) | 273,208.09 | 306.19% | (170,500.00) | (36,735.80) | (133,764.20) | 21.55% |
| 190101 TUIT FM OTH CO/CY | (634,620.00) | (644,571.00) | 9,951.00 | 101.57% | (634,620.00) | 0.00 | (634,620.00) | 0.00% |
| 161201 DUAL ENROLLMENT | (42,000.00) | (88,848.75) | 46,848.75 | 211.54% | (35,000.00) | 0.00 | (35,000.00) | 0.00% |
| PRINT SHOP | 0.00 | (116,455.64) | 116,455.64 | 100.00% | (100,000.00) | 0.00 | (100,000.00) | 100.00% |
| SCHOOL NUT UTILITIES | (98,500.00) | (90,518.20) | (7,981.80) | 91.90% | (98,500.00) | 0.00 | (98,500.00) | 0.00% |
| FACILITY RENTALS | (54,270.00) | (65,487.50) | 11,217.50 | 120.67% | (60,020.00) | (4,707.50) | (55,312.50) | 7.84% |
| CHARGES FOR SERVICES | (1,326,640.00) | (1,711,342.20) | 384,702.20 | 129.00% | (1,451,640.00) | (161,644.32) | (1,289,995.68) | 11.14% |
| 150101 INTEREST-BNK DPST | 0.00 | (526.75) | 526.75 | 100.00% | 0.00 | 6.22 | (6.22) | 100.00% |
| USE OF MONEY | | | | | | | | |
| LEASE PURCHASE PROCEEDS | (175,975.76) | 0.00 | (175,975.76) | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| TOTAL OPERATING FUND | (77,776,413.82) | (77,680,079.50) | (96,334.32) | 99.88% | (75,705,953.00) | (5,377,265.06) | (70,328,687.94) | 7.10% |

Agenda Report Attachment

Item: C-1

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| | |
|-----------------------------|-------------------------|
| Original budget | \$ 75,663,290.00 |
| Fund balance return | \$ 1,467,931.00 |
| Health insurance reserves | \$ 300,000.00 |
| Lease purchase funds | \$ 175,975.76 |
| Air show proceeds | \$ 10,000.00 |
| Insurance proceeds - claims | \$ 159,217.06 |
| | <u>\$ 77,776,413.82</u> |

Agenda Report

Date: 09/20/11

Agenda Number: D-2

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: Religious Exemption

Summary/Description:

The school board, pursuant to the Code of Virginia 22.1-254 (B) (1) “shall excuse from attendance at school any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school.” The school board is in receipt of a Statement of Religious Beliefs from a parent.

The Statement of Religious Beliefs is confidential and is shared with members of the school board only.

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

Recommendation:

The interim superintendent recommends that the school board excuse the student(s) from public school attendance by reason of bona fide religious training or belief of both the parent(s) and the student(s).

Agenda Report

Date: 09/20/11

Agenda Number: D-3

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: Religious Exemption

Summary/Description:

The school board, pursuant to the Code of Virginia 22.1-254 (B) (1) “shall excuse from attendance at school any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school.” The school board is in receipt of a Statement of Religious Beliefs from a parent.

The Statement of Religious Beliefs is confidential and is shared with members of the school board only.

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

Recommendation:

The interim superintendent recommends that the school board excuse the student(s) from public school attendance by reason of bona fide religious training or belief of both the parent(s) and the student(s).

Agenda Report

Date: 09/20/11

Agenda Number: D-4

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: Religious Exemption

Summary/Description:

The school board, pursuant to the Code of Virginia 22.1-254 (B) (1) “shall excuse from attendance at school any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school.” The school board is in receipt of a Statement of Religious Beliefs from a parent.

The Statement of Religious Beliefs is confidential and is shared with members of the school board only.

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

Recommendation:

The interim superintendent recommends that the school board excuse the student(s) from public school attendance by reason of bona fide religious training or belief of both the parent(s) and the student(s).

Agenda Report

Date: 09/20/11

Agenda Number: D-5

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
Billie Kay Wingfield, Director of Personnel

Subject: Administrative Regulation 5-53.8: Classified Personnel: Evaluations

Summary/Description:

Administrative Regulation 5-53.8: Classified Personnel: Evaluations delineates procedures related to classified personnel evaluation. According to the regulation, the annual evaluation of each classified employee must be completed on or before June 1. A request is being made to change the completion date to March 1. At the present time, employees are issued contracts before they are evaluated. This is problematic. In addition, a March 1 deadline would also ensure that performance deficiencies or concerns are addressed during the school year. Completing evaluations on June 1 makes it very difficult to address performance issues when the contract year for 10- and 11-month employees is over. One or two months may pass before the deficiency(ies) may be appropriately addressed and or a plan of improvement may be implemented

Further, the regulation was also changed to reflect the current classification of employees regarding instructional assistants and School Nutrition employees.

A copy of the revised administrative regulation appears as an attachment to this agenda report.

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

Recommendation:

The interim superintendent recommends that the school board approve revisions to Administrative Regulation 5-53.8: Classified Personnel: Evaluations.

PERSONNEL

Classified Personnel: Evaluation R 5-53.8

The Lynchburg City School Board has directed that an evaluation program for classified personnel be developed under the direction of the superintendent. It is the desire of the school board and the administrative staff to involve classified employees of the Lynchburg City Schools in a cooperatively developed procedure. Personnel to be evaluated under this procedure are all employees assigned to the classified salary schedule. They are:

1. Secretaries
2. Nurses
3. ~~Teacher aides~~ **{Instructional Assistants}**
4. Maintenance employees
5. Custodial employees
6. Bus drivers
7. ~~Food service~~ **{School Nutrition}** employees

A. Purpose

The evaluation process for the classified personnel of the Lynchburg City Schools is designed primarily to assist them in the improvement of job performance and to make decisions with regard to classified employees. In addition, the purpose of the evaluation process shall be to assist classified employees to overcome identified weaknesses, and to assist in the retention of employees who have demonstrated performance which is satisfactory or above.

B. Orientation

During the preschool orientation period, the immediate supervisor should inform all classified employees of the evaluation procedure, schedule, and evaluation instrument. A copy of the evaluation instrument should be provided to all classified employees. Classified employees who are employed after the preschool orientation period should have the same evaluation information at the time of employment.

C. Procedure

1. Each classified employee shall be evaluated on an annual basis by the principal and/or the immediate supervisor. All supervisors with whom the employee works should be involved in the evaluation. The annual evaluation shall be completed on or before ~~June 1~~ **{March 1}** of each school year. The evaluation schedule and procedure is to be used in the evaluation of all classified employees. Because of the transiency of bus drivers, they are to be evaluated annually by the supervisor of transportation. The supervisor is urged to utilize the services of principals and assistant principals to assist in the

PERSONNEL

Classified Personnel: Evaluation R 5-53.8

evaluation of a bus driver(s).

2. A classified employee during his/her first year of employment and each experienced classified employee who is not performing satisfactorily shall be evaluated on or before January 15. The same procedure and evaluation instrument used in the annual evaluation shall be used for the interim evaluation. Additional interim evaluations shall be at the discretion of the building administrator and/or immediate supervisor.
3. If a classified employee is evaluated as less than satisfactory on the final evaluation, a conference with a personnel administrator may be requested by the classified employee.
4. Copies of the evaluation are to be distributed as indicated on the evaluation instrument.

Performance/Skills

- a. Quality of work
- b. Job knowledge
- c. Attitude
- d. Attendance and punctuality
- e. Personal characteristics
- f. Possesses skill and judgment in the use of equipment
- g. Interpersonal relationships
- h. Job description

D. Written Comments

1. When ratings are less than satisfactory, the evaluator shall make recommendations and provide pertinent comments in the remark section of the evaluation instrument. These remarks should outline the strengths and weaknesses and suggestions for improvement in the performance of the employee who has been rated less than satisfactory.
2. The classified employee may submit written information, with regard to specific factors of the evaluation, to the principal and/or immediate supervisor. This rebuttal or additional information must be within five (5) working days after the final annual evaluation.

Approved by Superintendent: September 16, 1980

Revised by Superintendent: August 20, 1984

PERSONNEL

Classified Personnel: Evaluation R 5-53.8

Revised by School Board:

Agenda Report

Date: 09/20/11

Agenda Number: F-1

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: Safe Routes to School

Summary/Description:

In April 2011, the Lynchburg City Schools, the City of Lynchburg, and the Virginia Region 2000 Local Government Council established the Safe Routes to School program in six of the school division's elementary schools. Travel plans were established and a Safe Routes to School grant was submitted to the Virginia Department of Transportation. Six \$2,000 mini-grants were awarded to William Marvin Bass Elementary School, Dearington Elementary School for Innovation, Perrymont Elementary School, Thomas C. Miller Elementary School for Innovation, Robert S. Payne Elementary School and Linkhorne Elementary School. Funding from the mini-grant will help support activities associated with the National Walk to School Day, which occurs on October 5, 2011. That morning, all of the students, including bus and car riders, will walk along with parents, teachers, and community volunteers from a central location located close to each school. Students will carry signs that encourage walking and remind everyone to be alert and recognize the students and pedestrians.

In preparation for this event, students will receive information about safe walking and healthy living. Further, the Lynchburg City Council will approve a proclamation about safe walking for students at its September 27, 2011, meeting.

Mrs. Kelly Hitchcock, senior planner for Virginia's Region 2000 will provide a brief overview and answer questions about National Walk to School Day during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 09/20/11

Agenda Number: F-2

Attachments: No

From: Charles B. White, Chairman

Subject: Superintendent Selection Process

Summary/Description:

The Lynchburg City School Board has initiated its search for a new superintendent. To assist with that search, the school board has retained the services of Hazard, Young, Attea & Associates (HYA), a consulting firm that specializes in assisting school boards with the consideration of candidates. The school board feels that selecting and hiring a superintendent is its most important responsibility, and HYA is well equipped to assist the school board in conducting the thorough search necessary to find the type of educational leader that the Lynchburg community deserves.

On September 19 and 20, 2011, representatives from HYA conducted interviews in order to gather information about the characteristics the Lynchburg community is seeking in a new superintendent. Among those interviewed were Lynchburg City Schools faculty and staff, students, parents, business partners, clergy, Lynchburg City Council members and other city staff. Open sessions have also been conducted to allow for all Lynchburg community members to have an opportunity to provide their input.

During this presentation, the school board will discuss their observations about this interview process.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 09/20/11

Agenda Number: F-3

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: School Board Retreat: 2011-12

Summary/Description:

The school board will conduct its annual retreat on October 20 and 21, 2011. Over the past few weeks, school board members have considered topics they would like to discuss during the retreat. During this presentation, the school board will discuss and identify items they would like to appear on the agenda for the retreat.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 09/20/11

Agenda Number: G-1

Attachments: No

From: Larry A. Massie, Interim Superintendent
Steven L. Gatzke, Director of Facilities and Transportation

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

Summary/Description:

Recently, the school administration solicited bids for the access control systems for Linkhorne Middle School and Paul Laurence Dunbar Middle School for Innovation. During that process, it was determined that the current design of the front of Linkhorne Middle School was not conducive to efficient building security. The scope of the work for Linkhorne Middle School was then changed to include the purchase and installation of a store front to provide one access point for that school. The bids for the projects are as follows:

| Linkhorne Middle School | Appomattox Glass & Storefront, Inc. | Commercial Glass & Plastics, Inc. | Cooke's Glass Service, Inc. |
|---|-------------------------------------|-----------------------------------|-----------------------------|
| Item 1 – Storefront purchase and installation | \$32,285 | \$44,858 | \$46,800 |
| Item 2 – Intercom purchase and installation | | | |
| Sole vendor – Keith Jones (IP intercom kit and module, locks, card readers, detectors, and buttons) | \$2,384 | \$2,384 | \$2,384 |
| Installation | <u>\$6,875</u> | <u>\$6,875</u> | <u>\$6,875</u> |
| Total | <u>\$9,259</u> | <u>\$9,259</u> | <u>\$9,259</u> |
| Item 3 – Purchase and installation of a gate and fencing in the rear of the school (Bids were solicited, but none were received.) | \$15,000 | \$15,000 | \$15,000 |
| Total Project Cost | \$56,544 | \$69,117 | \$71,059 |

Agenda Report

Date: 09/20/11

Agenda Number: G-1

Attachments: No

| Paul Laurence Dunbar Middle School for Innovation | Keith Jones |
|--|----------------|
| Intercom purchase and installation (IP intercom kit and module, locks card readers, detectors, and buttons – equipment supplied by Sonitrol) | \$7,125 |
| Installation cost | \$2,384 |
| Total | \$9,509 |

The school administration recommends that the school board enter into a contract with Appomattox Glass & Storefront, Inc., in the amount of \$32,285 for the storefront purchase and installation at Linkhorne Middle School, and enter into a contract with Keith Jones in the amount of \$18,768 for the purchase and installation access control systems at Linkhorne Middle School and Paul Laurence Dunbar Middle School for Innovation. The school administration also recommends that the school board approve \$15,000 for the purchase and installation of a gate and fencing in the rear of Linkhorne Middle School.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The interim superintendent recommends that the school board authorize the school administration to enter into a contract with Appomattox Glass & Storefront, Inc., in the amount of \$32,285 for the storefront purchase and installation at Linkhorne Middle School, enter into a contract with Keith Jones in the amount of \$18,768 for the purchase and installation access control systems at Linkhorne Middle School and Paul Laurence Dunbar Middle School for Innovation, and school board approve \$15,000 for the purchase and installation of a gate and fencing in the rear of Linkhorne Middle School.

Agenda Report

Date: 09/20/11

Agenda Number: J-1

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

Pursuant to the Code of Virginia §2.2-3711 (A) (1), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Personnel Matters

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

Recommendation:

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

Agenda Report

Date: 09/20/11

Agenda Number: J-2

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

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

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

Recommendation:

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