



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

Lynchburg City School Board

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School Board District 1

Sharon Y. Carter
School Board District 2

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School Board District 3

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School Board District 1

Atul Gupta
School Board District 3

Charleta F. Mason
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

Anthony E. Beckles, Sr.
Chief Financial Officer

R. Denise Spinner
Clerk

Sedora A. Booker-Felder
Student Representative
Heritage High School

Maggie Kicklighter
Student Representative
E. C. Glass High School

SCHOOL BOARD MEETING
October 2, 2018 5:30 p.m.
School Administration Building
Board Room

A. CLOSED MEETING

- 1. Notice of Closed Meeting
Susan D. Morrison. Page 1
Discussion/Action
- 2. Certification of Closed Meeting
Susan D. Morrison. Page 2
Discussion/Action

B. PUBLIC COMMENTS

- 1. Public Comments
Susan D. Morrison.Page 3
Discussion/Action (30 Minutes)

C. SPECIAL PRESENTATION

- 1. School Accreditation Results
April M. Bruce.Page 4
Discussion

D. FINANCE REPORT

- 1. Finance Report
Anthony E. Beckles, Sr Page 11
Discussion

E. CONSENT AGENDA

- 1. School Board Meeting Minutes: September 4, 2018 (Regular Meeting)
September 6, 2018 (Student Discipline Committee Meeting)
September 20, 2018 (Student Discipline Committee Meeting)

- 2. Personnel Report
 Marie F. Gee Page 17
 Discussion/Action

- 3. Religious Exemption
 Susan D. Morrison. Page 19
 Discussion/Action

F. STUDENT REPRESENTATIVE COMMENTS

G. SCHOOL BOARD COMMITTEE REPORT

1. School Board Committees:

A) Finance Committee

Meeting Dates:

August 30, 2018	September 20, 2018
October 25, 2018	November 8, 2018
December 13, 2018	March 14, 2019

B) Governor’s School Committee

Meeting Dates:

August 1, 2018	September 5, 2018
November 7, 2018	December 5, 2019
February 6, 2019	March 6, 2019
April 3, 2019	May 1, 2019

C) LAUREL Regional School Committee

Meeting Dates:

August 29, 2018	December 5, 2018
February 6, 2019	May 1, 2019

D) XLR8 STEM Academy Committee

Meeting Dates:

August 14, 2018	November 13, 2018
January 22, 2019	March 19, 2019
May 28, 2019	August 13, 2019

2. Advisory Committees to the School Board

A) General Career Technical Advisory Committee

Meeting Dates:

October 23, 2018	December 11, 2018
April 23, 2019	June 11, 2019

B) Equity Task Force Committee

Meeting Dates:

November 28, 2018	January 16, 2018
March 20, 2019	May 22, 2019

C) Health Advisory Board Committee

Meeting Dates:

October 23, 2018 January 16, 2018

March 20, 2019 May 22, 2019

D) Special Education Advisory Committee

Meeting Dates:

August 28, 2018 November 13, 2018

February 19, 2019 March 26, 2019

April 23, 2019

H. UNFINISHED BUSINESS

- 1. School Board Retreat Topics: 2018-19
Susan D. MorrisonPage 20
Discussion/Action
- 2. School Board Governance Norms, Protocols and Goals
Susan D. Morrison.Page 21
Discussion/Action

I. NEW BUSINESS

- 1. Equity Task Force: 2018-19
Crystal M. Edwards Page 27
Discussion/Action
- 2. General Career Technical Education Advisory
Committee: 2018-19
Ed Dellinger. Page 29
Discussion/Action
- 3. Health Advisory Board Committee: 2018-19
LaTonya Brown. Page 31
Discussion/Action
- 4. Virginia Tiered Systems of Support Grant Cohort 4:
Implementation Phase 2018-19SY
LaTonya Brown. Page 33
Discussion/Action
- 5. LCS Discipline Forums
LaTonya Brown. Page 35
Discussion
- 6. Gear Up Virginia (GUV) Award for 2018-2019:
Implementation Phase 2018-19SY
LaTonya Brown. Page 36
Discussion/Action

7. Proposed Health Insurance Rate Increase for Retirees and Cobra Participants
Anthony E. Beckles, Sr Page 38
Discussion
8. Health Insurance Premiums and Claims for Non LCS Entities
Anthony E. Beckles, Sr Page 40
Discussion
9. LAUREL Regional School Budget: 2018-19
Anthony E. Beckles, Sr Page 42
Discussion/Action
10. Central Virginia Governor’s School for Science and Technology: 2018-19 Budget
Anthony E. Beckles, Sr Page 53
Discussion/Action
11. XLR8 STEM Academy Budget: 2018-19
Anthony E. Beckles, Sr Page 63
Discussion/Action
12. Pauline F. Maloney STEP with Links Program: 2018-19 Budget
Anthony E. Beckles, Sr Page 71
Discussion/Action
13. School Board Work Sessions
Crystal M. Edwards. Page 75
Discussion/Action
14. Capital Improvement Program Update
Ben W. Copeland. Page 76
Discussion

J. SUPERINTENDENT’S COMMENTS

1. Superintendent’s Parent Advisory Council
October 25, 2018 December 13, 2018
February 21, 2019 April 11, 2019
2. Superintendent’s Personnel Advisory Committee
October 25, 2018 December 13, 2018
February 21, 2019 April 11, 2019
3. Additional Information

K. BOARD COMMENTS

L. INFORMATIONAL ITEMS

The Annual School Board Retreat will be held on, Friday, October 12, 2018 at the University of Lynchburg

A School Board Work Session will be held on Tuesday, October 16, 2018 at 5:00 p.m. in the board room at the Administration Building

A Lynchburg City Council and Lynchburg City School Board Retreat/Dinner will be held on Tuesday, October 30, 2018 at 4:00 p.m. The location is to be determined.

The next School Board Meeting will be held on Wednesday, November 7, 2018 at 5:30 p.m.

M. ADJOURNMENT

Agenda Report

Date: 10/02/18

Agenda Number: A-1

Attachments: No

From: Susan D. Morrison, School Board Chair

Subject: Notice of Closed Meeting

Summary/Description:

Pursuant to the Code of Virginia §2.2-3711 (A) (7), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Legal Matters

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

Recommendation:

The school board 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) (7), to discuss legal matters.

Agenda Report

Date: 10/02/18

Agenda Number: A-2

Attachments: No

From: Susan D. Morrison, School Board Chair

Subject: Certification of Closed Meeting

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 10/02/18

Agenda Number: B-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 chairman recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 10/02/18

Agenda Number: C-1

Attachments: Yes

From: Crystal M. Edwards, Superintendent
April M. Bruce, Director of Curriculum & Instruction

Subject: School Accreditation Results

Summary/Description:

Each year since 1998, the school division has administered Standards of Learning (SOL) tests in grades three through eight as well as 12 high school end-of-course tests. On September 27, 2018, the Virginia Department of Education released official accreditation results based on Standards of Learning tests taken during the 2017-18 school year. During this presentation, the school administration will share these results.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

VIRGINIA STANDARDS OF ACCREDITATION



June 2018

The revisions to the Standards of Accreditation (SOA) express the Board of Education’s vision of continuous improvement for all schools and for student outcomes aligned with the expectations of higher education and employers.

Impact on Schools School Accountability

The revised SOA provides a more comprehensive view of school quality and expands accountability beyond pass rates on Standards of Learning (SOL) tests and high school graduation and completion. Under the revised standards:

- Schools receive credit for students who are making progress in English and/or mathematics and are on a trajectory towards reaching proficiency. By recognizing growth, the revised accreditation standards provide a more balanced evaluation of schools serving at-risk students. Under the previous accreditation system, these schools were subject to being perceived as “failing” even if most students were making progress toward proficiency.
- Schools receive credit for English-language learners making progress towards English proficiency.
- Schools are evaluated on their success in narrowing achievement gaps in English and mathematics. Under the previous accreditation system, high overall performance could mask underperformance of certain student groups.
- Schools are evaluated on their success in reducing absenteeism and lowering dropout rates.
- High schools — effective in 2021-2022 — will be expected to meet goals for increasing participation and achievement in advanced programs, career and technical education, and work-based and service-based learning.

School-Quality Indicators

The revised standards measure performance on multiple school-quality indicators, not just on overall student achievement on state tests. School-quality indicators provide information on overall student achievement, achievement gaps and student engagement.

Elementary and middle schools are evaluated on the following indicators under the new accountability system:

- Overall proficiency and growth in English reading/writing achievement (including progress of English learners toward English-language proficiency)
- Overall proficiency and growth in mathematics
- Overall proficiency in science
- English achievement gaps among student groups
- Mathematics achievement gaps among student groups
- Absenteeism

High schools are evaluated on the following school-quality indicators under the new SOA:

- Overall proficiency in English reading/writing and progress of English learners toward English-language proficiency
- Overall proficiency in mathematics
- Overall proficiency in science
- English achievement gaps among student groups
- Mathematics achievement gaps among student groups
- Graduation and Completion Index
- Dropout rate
- Absenteeism
- College, career and civic readiness (effective 2021-2022)

School Quality Indicators: Achievement of All Students

Indicator	Level One	Level Two	Level Three
English Combined Rate	At least 75% OR 10% decrease in failure if previously Level Two	66-74% OR 10% reduction in failure if previous rate 50-65%	65% or lower OR Level Two for more than four consecutive years
Math Combined Rate (Elementary and Middle)	At least 70% OR 10% decrease in failure if previously Level Two	66-69% OR 10% reduction in failure if previous rate 50-65%	65% or lower OR Level Two for more than four consecutive years
Math Pass Rate (High Schools)	At least 70% OR 10% decrease in failure if previously Level Two	66-69% OR 10% reduction in failure if previous rate 50-65%	65% or lower OR Level Two for more than four consecutive years
Science Pass Rate	At least 70% OR 10% decrease in failure if previously Level Two	66-69% OR 10% reduction in failure if previous rate 50-65%	65% or lower OR Level Two for more than four consecutive years

School Quality Indicators: Achievement Gaps

Indicator	Level One	Level Two	Level Three
English Achievement Gaps	No more than one student group at Level Two in English	Two or more student groups at Level Two in English; no more than one at Level Three	Two or more student groups at Level Three in English
Math Achievement Gaps	No more than one student group at Level Two in Math	Two or more student groups at Level Two in Math; no more than one at Level Three	Two or more student groups at Level Three in Math

Performance on each school-quality indicator is rated at one of three levels: Level One (meets or exceeds the state standard for the indicator or making adequate improvement), Level Two (near the standard or making sufficient progress) or Level Three (below the standard).

All schools must have a multiyear improvement plan. Depending on the level of the indicator, the following actions are required:

LEVEL ONE — Continue to monitor data associated with the indicator and review multi-year plan.

LEVEL TWO — Revise multiyear improvement plan and implement revisions to improve performance on the indicator.

LEVEL THREE — Implement a corrective action plan to improve performance on the indicator following an academic review (or other appropriate review) conducted by the Virginia Department of Education.

The revised SOA prescribes that all schools and divisions — after conducting a comprehensive needs assessment — develop a multiyear plan that will be reviewed annually. The plan should include actions for all performance levels to support continuous improvement for all schools on each school-quality indicator.

School Quality Indicators: Student Engagement

Indicator	Level One	Level Two	Level Three
Graduation and Completion Index (High Schools)	At least 88 OR 2.5% increase if previously Level Two	81-87 OR 2.5% increase if previously Level Three	80 or lower OR Level Two for more than four consecutive years
Dropout Rate (High Schools)	0-6% OR 10% decrease if previously Level Two	7-9% OR 10% decrease if previously Level Three	10% or higher OR Level Two for more than four consecutive years
Chronic Absenteeism	0-15% OR 10% decrease if previously Level Two	16-24% OR 10% decrease if previously Level Three	25% or higher OR Level Two for more than four consecutive years
College, Career and Civic Readiness (High Schools)	At least 85%	71-84%	70% or lower OR Level Two for more than four consecutive years

SOL Performance Levels and Growth

Because students are assessed annually in English reading and mathematics in grades 3-8, it is possible to compare year-to-year performance. A non-passing student is considered to have demonstrated sufficient growth to be included in the combined rate if the student improved by at least one performance level, as illustrated by the examples shown in the following charts.

Mathematics SOL Performance Levels Showing Growth

Test	Below Basic		Basic		Proficient		Advanced	
	Low	High	Low	High	Low	High	Low	High
Grade 3	0-305	306-330	331-365	366-399	400-433	434-499	500-511	512-600
Grade 4	0-310	311-330	331-369	370-399	400-437	438-499	500-514	515-600
Grade 5	0-312	313-335	336-370	371-399	400-436	437-499	500-514	515-600
Grade 6	0-331	332-349	350-377	378-399	400-437	438-499	500-508	509-600
Grade 7	0-303	304-328	329-367	368-399	400-430	431-499	500-514	515-600
Grade 8	0-323	324-340	341-376	377-399	400-427	428-499	500-507	508-600

Reading SOL Performance Levels Showing Growth

Test	Below Basic		Basic		Proficient		Advanced	
	Low	High	Low	High	Low	High	Low	High
Grade 3	0-280	281-309	310-361	362-399	400-438	439-499	500-511	512-600
Grade 4	0-277	278-302	303-359	360-399	400-438	439-499	500-512	513-600
Grade 5	0-270	271-294	295-360	361-399	400-438	439-499	500-512	513-600
Grade 6	0-291	292-316	317-364	365-399	400-440	441-499	500-511	512-600
Grade 7	0-291	292-314	315-365	366-399	400-440	441-499	500-511	512-600
Grade 8	0-293	294-316	317-366	367-399	400-438	439-499	500-507	508-600

Achievement of All Students

When possible, school-quality indicators for English and mathematics express proficiency and growth through a combined rate that provides equal credit for students who passed SOL tests in the content area and for students who didn't pass but met or exceeded progress benchmarks. Ratings are based on performance during the most recent year or on a three-year average.

English

- The combined rate for English for elementary and middle schools includes students who passed SOL tests in reading or writing and students who didn't pass but showed growth, including English learners who made progress toward English proficiency.
- The combined rate for English for high schools includes students who pass SOL tests in reading or writing and English learners who made progress toward English proficiency.

SAMPLE School Quality Indicator:
English High Schools

10 students take assessment:



With the following results:



6 Students Pass
(blue)



4 Students Fail
3 English Learners Show Progress (purple)

To determine the combined rate:

Add together the number of students who passed
AND the number of English Learners who showed progress

[6 Pass (blue) + 3 English Learners Show Progress (purple) = 9]




THEN
Divide by total number of test takers (10)

Which Yields: 90% Combined Rate

SAMPLE School Quality Indicator:
English Elementary and Middle Schools

10 students take assessment:



With the following results:



6 Students Pass
(blue)



4 Students Fail
2 Show Growth (orange)



1 English Learner Shows Progress (purple)



1 Shows No Growth (pink)

To determine the combined rate:

Add together the number of students who passed
AND the number of students who showed growth
AND the number of English Learners who showed progress

[6 Pass (blue) + 2 Show Growth (orange) + 1 English Learner Shows Progress (purple) = 9]




THEN
Divide by total number of test takers (10)

Which Yields: 90% Combined Rate

Mathematics

- The combined rate for math for elementary and middle schools includes students who passed SOL tests in math and students who didn't pass but showed growth.
- Math indicators for high schools are based on the percentage of students passing SOL tests in Algebra I, Geometry and Algebra II.

SAMPLE School Quality Indicator:
Mathematics Elementary and Middle Schools

10 students take assessment:



With the following results:



6 Students Pass
(blue)



4 Students Fail
3 Show Growth (orange) & 1 Shows No Growth (pink)

To determine the combined rate:

Add together the number of students who passed
AND the number of students who showed growth

[6 Pass (blue) + 3 Show Growth (orange) = 9]




THEN
Divide by total number of test takers (10)

Which Yields: 90% Combined Rate

Agenda Report Attachment

Item: C-1

Science

The school quality indicator for science for all schools is the overall, adjusted pass rate on all science SOL tests administered within the school. Ratings are based on performance during the most recent year or on a three-year average.

History/Social Science

Under the revised SOA, student achievement in history/social science is no longer a factor in determining a school's accreditation rating.

Achievement Gaps in English and Mathematics

Ratings on English and mathematics school quality indicators are calculated for the following student groups: Asian, black, economically disadvantaged, English learners, Hispanic, students with disabilities and white. Schools are rated as follows based on the performance of these student groups:

LEVEL ONE — No more than one student group at Level Two

LEVEL TWO — Two or more student groups at Level Two and no more than one at Level Three

LEVEL THREE — Two or more student groups at Level Three

Student Engagement

Graduation and Completion Index

The Graduation and Completion Index — which has factored in accreditation ratings for high schools since 2011 — continues as a school quality indicator under the revised Standards of Accreditation. Ratings are based on performance during the most recent year or on a three-year average.

LEVEL ONE — Schools with a Graduation and Completion Index of 88 or higher or a 2.5 percent improvement if previously Level Two

LEVEL TWO — Schools with a Graduation and Completion Index of 81-87 or a 2.5 percent improvement if previously Level Two

LEVEL THREE — Schools with a Graduation and Completion Index of 80 or lower or at Level Two for more than four consecutive years

Dropout Rate

A high school's four-year, cohort dropout rate is a new school quality indicator under the revised SOA. Ratings are based on performance during the most recent year or on a three-year average.

LEVEL ONE — Schools with a dropout rate of 0-6 percent or a 10 percent decrease if previously Level Two

LEVEL TWO — Schools with a dropout rate of 7-9 percent or 10 percent decrease if previously Level Three

LEVEL THREE — Schools with a dropout rate of 10 percent or higher or at Level Two for more than four consecutive years

Chronic Absenteeism

Chronic absenteeism is defined as missing 10 percent or more of the school year, regardless of reason. Students receiving homebound instruction are excluded. In the revised SOA, performance on this indicator is rated as follows:

LEVEL ONE — Schools with a current year or three-year average overall absenteeism rate of no more than 15 percent (that is, no more than 15 percent of the students missing 10 percent of the school year), or schools that were at Level Two the prior year and decrease the rate by ten percent or more from the prior year

LEVEL TWO — Schools not meeting Level-One performance with a current year or three-year average rate of no more than 25 percent, or schools that were at Level Three the prior year and decrease the rate by 10 percent or more from the prior year

LEVEL THREE — Schools with a current year or three-year-average chronic-absenteeism rate of 25 percent or more or schools with a Level Two rating for more than four consecutive years

College, Career and Civic Readiness

The College, Career and Civic Readiness Index will be a school quality indicator for high schools effective with accreditation ratings for the 2021-2022 school year. The index will measure the extent to which students successfully complete advanced coursework, Career and Technical Education coursework and credentialing, and work- and service-based learning.

School Accreditation Ratings

The revised SOA simplifies the commonwealth's accountability system by reducing the number of overall accreditation ratings that schools may earn.

Under the new system, schools earn one of the following three ratings:

- **Accredited** — Schools with all school-quality indicators at either Level One or Level Two
- **Accredited with Conditions** — Schools with one or more school-quality indicators at Level Three

Agenda Report Attachment

Item: C-1

- **Accreditation Denied** — Schools that fail to adopt or fully implement required corrective actions to address Level Three school-quality indicators. A school rated as Accreditation Denied may regain state accreditation by demonstrating to the Board of Education that it is fully implementing all required corrective action plans.

SAMPLE SCHOOL: South Middle School

Achievement	English Combined Rate	Level ONE
	Math Combined Rate	Level ONE
	Science Pass Rate	Level ONE
Achievement	English	Level TWO
Gaps	Math	Level TWO
Student Engagement	Chronic Absenteeism	Level TWO
OVERALL	ACCREDITED	

SAMPLE SCHOOL: North High School

Achievement	English Combined Rate	Level ONE
	Math Pass Rate	Level ONE
	Science Pass Rate	Level ONE
Achievement	English	Level TWO
Gaps	Math	Level THREE
Student Engagement	Chronic Absenteeism	Level TWO
	Graduation & Completion	Level ONE
	Dropout Rate	Level TWO
	College, Career & Civic Readiness	(2021-2022)
OVERALL	ACCREDITED WITH CONDITIONS	

Impact on Students

Profile of a Virginia Graduate

The revised SOA maintains high expectations for learning in English, math, science and history/social science while reducing the number of SOL tests students must pass to earn a high school diploma. The new standards also implement the “Profile of a Virginia Graduate,” which includes knowledge, skills, attributes and experiences identified by employers, higher education and the Virginia Board of Education as critical for future success in the workplace and in college. These include academic content knowledge, workplace skills, community and civic responsibility and career planning.

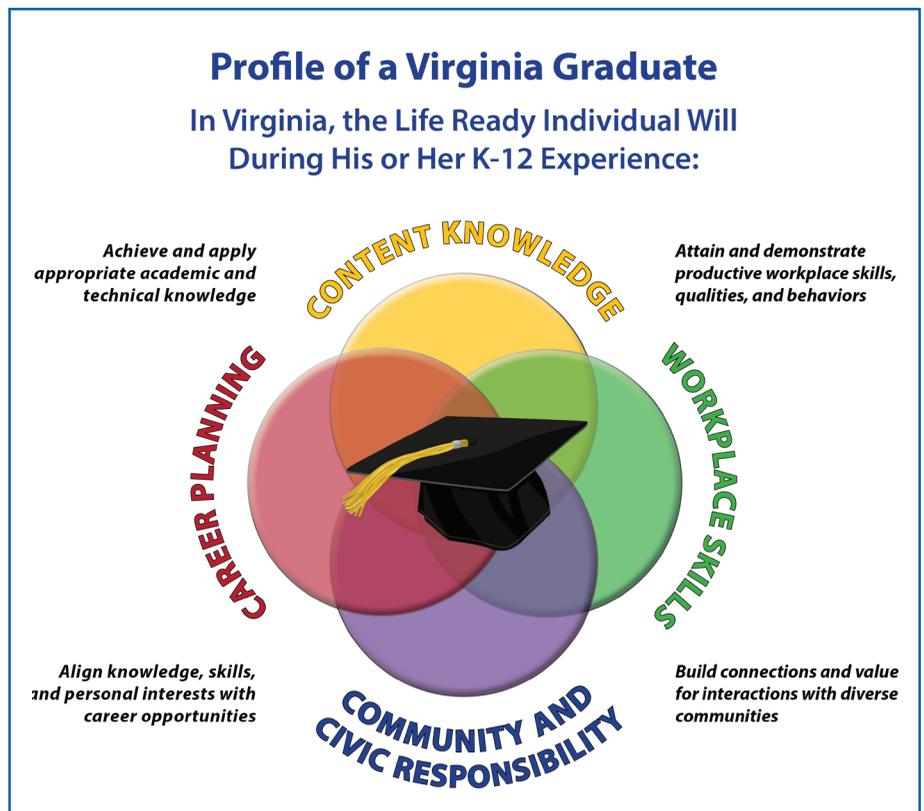
Also embedded within the Profile of a Virginia Graduate is the expectation that students will demonstrate foundational skills in what are known as the “Five C’s”: critical thinking, creative thinking, communication, collaboration and citizenship.

The new graduation requirements place increased emphasis on the practical application of learned skills and content knowledge by expanding the use of performance-based assessments for the awarding of verified credits.

In addition, the career-planning component of the new graduation requirements provides the opportunity for students to learn about employment options aligned with their interests in their own communities and

elsewhere. While there is no specific activity that a student must experience (such as an internship, job-shadowing assignment or participation in a career fair) to graduate, school divisions are required to provide opportunities for students to learn about workplace expectations and career options aligned with their interests in their own communities and elsewhere.

School divisions also must ensure that students understand and demonstrate civic responsibility and community engagement.



Course Requirements and Verified Credits

The new graduation requirements are effective with students entering the ninth grade in the fall of 2018 (class of 2022).

The number of standard credits for a Standard Diploma remains the same (22), but the number of required verified credits — earned by passing a course in the content area and associated end-of-course assessment — is reduced from six to five (one each in English reading, English writing, mathematics, science and history/social science).

Standard Diploma (Class of 2022)

Subject	Standard Units of Credit Required	Verified Credits Required
English	4	2
Mathematics	3	1
Science	3	1
History/Social Science	3	1
Health & Physical Education	2	
World Language, Fine Arts or Career & Technical Education	2	
Economics & Personal Finance	1	
Electives	4	
TOTAL	22	5

For an Advanced Studies Diploma the number of standard credits remains the same (26), but the number of required verified credits is reduced from nine to five (one each in English reading, English writing, mathematics, science and history/social science).

Advanced Studies Diploma (Class of 2022)

Subject	Standard Units of Credit Required	Verified Credits Required
English	4	2
Mathematics	4	1
Science	4	1
History/Social Science	4	1
World Language	3	
Health & Physical Education	2	
Fine Arts or Career & Technical Education	1	
Economics & Personal Finance	1	
Electives	3	
TOTAL	26	5

Students have additional flexibility in how they can earn verified credits under the new graduation requirements. Students may verify course achievement in the following ways:

- By passing the end-of-course SOL test corresponding with the course or a Board of Education-approved substitute assessment;
- By earning a locally awarded verified credit in English, mathematics, science or history/social science in accordance with criteria established by the Board of Education (a student may earn no more than one locally awarded verified credit); and
- By passing a performance-based assessment in English writing in lieu of the end-of-course SOL test.

In addition, beginning with the class of 2022, all students must either earn a career and technical education credential or complete an Advanced Placement, International Baccalaureate or honors course to graduate.

For more information, please visit www.doe.virginia.gov



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Agenda Report

Date: 10/02/18 Agenda

Number: D-1

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

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 August 31, 2018. 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, 2018 for the operating fund.

Total Operating Fund Budget	\$ 97,672,407.00
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Through August 31, 2018

Actual Revenue Received	\$ 6,514,559.52
Actual Expenditures	\$ 11,300,918.92
Actual Encumbered	\$ 67,102,338.63

Percent of Budget Received	6.67%
Percent of Budget Used, excluding encumbrances	11.57%

As of 8/31/18 – 2 months	16.67%
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The revenue and expenditure reports detail the transactions recorded through August 31, 2018. All reports appear as attachments to the agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Two Months Ended August 31, 2018

	BUDGET	TRANSACTIONS	Fiscal Year 2018-19		ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
			BUDGET % USED	ENCUMBRANCES			
INSTRUCTION							
FUNCTION 1100 CLASSROOM INSTRUCTION							
Personnel	51,073,776.55	4,725,472.04	9.25%	42,239,307.57	4,108,996.94	91.95%	
Other	4,965,736.08	399,620.66	8.05%	226,674.86	4,339,440.56	12.61%	
FUNCTION 1200 INST SUPPORT-STUDENT							
Personnel	3,669,534.27	403,218.08	10.99%	2,779,009.18	487,307.01	86.72%	
Other	208,863.95	628.71	0.30%	7,858.65	200,376.59	4.06%	
FUNCTION 1300 INST SUPPORT-STAFF							
Personnel	3,859,868.03	523,148.39	13.55%	2,389,527.40	947,192.24	75.46%	
Other	729,965.35	68,806.92	9.43%	82,980.52	578,177.91	20.79%	
FUNCTION 1400 INST SUPPORT-SCHOOL ADMIN							
Personnel	5,806,529.68	859,906.10	14.81%	3,018,897.14	1,927,726.44	66.80%	
Other	164,562.07	2,084.49	1.27%	73,304.38	89,173.20	45.81%	
TOTAL INSTRUCTION	70,478,835.98	6,982,885.39	9.91%	50,817,559.70	12,678,390.89	82.01%	
ADMINISTRATION							
FUNCTION 2100 ADMINISTRATION							
Personnel	3,197,181.53	531,496.75	16.62%	1,820,799.33	844,885.45	73.57%	
Other	1,362,915.96	131,548.91	9.65%	643,748.77	587,618.28	56.89%	
FUNCTION 2200 ATTENDANCE & HEALTH SERV							
Personnel	2,300,131.63	191,050.51	8.31%	1,501,462.16	607,618.96	73.58%	
Other	102,575.65	9,088.35	8.86%	19,576.46	73,910.84	27.95%	
TOTAL ADMINISTRATION	6,962,804.77	863,184.52	12.40%	3,965,586.72	2,114,033.53	69.64%	
PUPIL TRANSPORTATION							
FUNCTION 3100 MANAGEMENT & DIRECTION							
Personnel	400,936.01	66,070.78	16.48%	295,920.79	38,944.44	90.29%	
Other	21,637.66	778.30	3.60%	9,885.70	10,973.66	49.28%	
FUNCTION 3200 VEHICLE OPERATION SERVICE							
Personnel	2,963,634.59	302,599.79	10.21%	2,002,253.58	658,781.22	77.77%	
Other	955,346.60	295,200.96	30.90%	405,842.29	254,303.35	73.38%	
FUNCTION 3300 MONITORING SERVICE							
Personnel	706,988.88	52,125.65	7.37%	345,929.54	308,933.69	56.30%	
FUNCTION 3400 VEHICLE MAINT SERVICE							
Personnel	369,098.96	53,177.03	14.41%	232,722.22	83,199.71	77.46%	
Other	381,750.00	77,558.52	20.32%	235,017.20	69,174.28	81.88%	
FUNCTION 3500 BUS PURCHASE - REGULAR							
Other	300,000.00	0.00	0.00%	92,134.00	207,866.00	30.71%	
TOTAL PUPIL TRANSPORTATION	6,099,392.70	847,511.03	13.90%	3,619,705.32	1,632,176.35	73.24%	
OPERATIONS & MAINTENANCE							
FUNCTION 4100 MANAGEMENT & DIRECTION							
Personnel	292,904.20	50,164.56	17.13%	242,755.68	(16.04)	100.01%	
Other	29,500.00	1,178.82	4.00%	18,984.78	9,336.40	68.35%	
FUNCTION 4200 BUILDING SERVICES							
Personnel	4,706,781.28	778,305.61	16.54%	3,274,108.07	654,367.60	86.10%	

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Two Months Ended August 31, 2018

FUNCTION 4300 GROUNDS SERVICES	Other	4,747,200.70	898,382.15	18.92%	3,207,582.77	641,235.78	86.49%
	Personnel	277,241.03	45,388.37	16.37%	193,636.87	38,215.79	86.22%
	Other	35,000.00	2,547.62	7.28%	1,500.00	30,952.38	11.56%
FUNCTION 4400 EQUIPMENT SERVICES	Other	70,000.00	0.00	0.00%	0.00	70,000.00	0.00%
FUNCTION 4500 VEHICLE SERVICES	Other	42,500.00	0.00	0.00%	0.00	42,500.00	0.00%
FUNCTION 4600 SECURITY SERVICES	Personnel	31,764.37	1,716.73	5.40%	14,678.06	15,369.58	51.61%
	Other	393,000.00	14,706.00	3.74%	157,366.05	220,927.95	43.78%
FUNCTION 4700 WAREHOUSING SERVICES	Personnel	9,163.34	4,805.49	52.44%	0.00	4,357.85	52.44%
TOTAL OPERATIONS & MAINTENANCE		10,635,054.92	1,797,195.35	16.90%	7,110,612.28	1,727,247.29	83.76%
Other Non-Instructional Operations							
FUNCTION 5000 Non-Instructional Operations - Other		21,000.00	408.70	1.95%	0.00	20,591.30	1.95%
TOTAL Non-Instructional Operations		21,000.00	408.70	1.95%	0.00	20,591.30	1.95%
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS	Personnel	115,472.41	19731.64	17.09%	95,967.74	(226.97)	100.20%
	Other	73,335.55	2391.39	3.26%	0.00	70,944.16	3.26%
FUNCTION 6600 BLDG ADD & IMP SERVICES	Personnel	20,000.00	0.00	0.00%	0.00	20,000.00	0.00%
	Other	208,807.96	22,123.03	10.59%	95,967.74	90,717.19	56.55%
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	1,730,014.75	262,140.10	15.15%	938,389.53	529,485.12	69.39%
	Other	309,275.62	63,973.63	20.68%	12,949.18	232,352.81	24.87%
FUNCTION 8200 INSTRUCTIONAL SUPPORT	Personnel	465,017.02	81,687.43	17.57%	354,208.91	29,120.68	93.74%
	Other	759,377.28	379,809.74	50.02%	167,359.25	212,208.29	72.05%
FUNCTION 8500 PUPIL TRANSPORTATION	Other	2,826.00	0.00	0.00%	0.00	2,826.00	0.00%
TOTAL TECHNOLOGY		3,266,510.67	787,610.90	24.11%	1,472,906.87	1,005,992.90	69.20%
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		97,672,407.00	11,300,918.92	11.57%	67,102,338.63	19,269,149.45	80.27%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Two Months Ending August 31, 2018

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)	(426,008.32)	(10,452,436.68)	3.92%
240202 BASIC SCHOOL AID	(21,769,498.00)	(21,765,334.61)	(4,163.39)	(22,885,425.00)	(3,814,237.50)	(19,071,187.50)	16.67%
240207 GIFTED & TALENTED	(243,593.00)	(243,964.00)	371.00	(249,529.00)	(41,588.16)	(207,940.84)	16.67%
240208 REMEDIAL EDUCATION-SOQ	(1,476,782.00)	(1,479,032.00)	2,250.00	(1,492,182.00)	(186,522.75)	(1,305,659.25)	12.50%
240204 REMEDIAL EDUCATION-SUMMER SCHOOL	(164,036.00)	(186,695.00)	22,659.00	(218,153.00)	(62,174.25)	(155,978.75)	28.50%
SUPLL LOTTERY PER PUPIL ALLOCATION	(1,391,118.00)	(1,394,509.00)	3,391.00	(1,677,233.00)	0.00	(1,677,233.00)	0.00%
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)	(507,375.32)	(2,536,876.68)	16.67%
240217 VOCATIONAL ED SOQ	(400,913.00)	(401,524.00)	611.00	(628,813.00)	(104,802.16)	(524,010.84)	16.67%
240221 SOC SEC-INSTR	(1,446,537.00)	(1,448,537.00)	2,204.00	(1,502,164.00)	(250,360.68)	(1,251,803.32)	16.67%
240223 VRS INSTRUCTIONAL	(3,324,028.00)	(3,329,093.00)	5,065.00	(3,318,733.00)	(553,122.16)	(2,765,610.84)	16.67%
240241 GROUP LIFE INST	(96,422.00)	(96,569.00)	147.00	(99,812.00)	(16,635.32)	(83,176.68)	16.67%
240228 READING INTERVENTN	(205,913.00)	(218,393.00)	12,480.00	(219,007.00)	0.00	(219,007.00)	0.00%
240205 CAT-REG FOSTER	(190,250.00)	(188,242.00)	(2,008.00)	(202,382.00)	0.00	(202,382.00)	0.00%
240246 CAT-HOMEBOUND	(110,224.00)	(93,733.71)	(16,490.29)	(93,167.00)	0.00	(93,167.00)	0.00%
240248 REGIONAL TUITION	(1,011,481.00)	(1,002,226.65)	(9,254.35)	(1,233,366.00)	0.00	(1,233,366.00)	0.00%
240265 AT RISK SOQ	(1,489,206.00)	(1,520,272.52)	31,066.52	(1,584,718.00)	(264,119.68)	(1,320,598.32)	16.67%
240309 ESL	(154,875.00)	(148,421.87)	(6,453.13)	(154,277.00)	(25,712.84)	(128,564.16)	16.67%
240281 AT RISK 4 YR OLDS	(932,488.00)	(932,488.00)	0.00	(956,491.00)	0.00	(956,491.00)	0.00%
240252 CTE EQUIPMENT	(9,748.88)	(22,270.85)	12,521.97	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(57,895.00)	(57,397.33)	(497.67)	(48,323.00)	0.00	(48,323.00)	0.00%
MATHREADING INSTR SPECIALISTS	(20,502.00)	(20,502.00)	0.00	(41,254.00)	0.00	(41,254.00)	0.00%
EARLY READING SPECIALISTS INITIATIVE	0.00	0.00	0.00	(82,509.00)	0.00	(82,509.00)	0.00%
240275 PRIMARY CLASS SIZE	(1,915,875.00)	(1,864,678.00)	(51,197.00)	(1,846,920.00)	0.00	(1,846,920.00)	0.00%
240214 TEXTBOOKS	(557,117.00)	(557,966.00)	849.00	(502,501.00)	(83,750.16)	(418,750.84)	16.67%
240405 ALGEBRA READINESS	(143,036.00)	(143,035.75)	(0.25)	(145,199.00)	0.00	(145,199.00)	0.00%
COMMONWEALTH OF VA	(50,768,667.88)	(50,854,930.81)	86,262.93	(53,104,855.00)	(6,336,409.30)	(46,768,445.70)	11.93%
330212 IMPACT AIDPL81-874	(8,500.00)	(9,406.36)	906.36	(8,500.00)	(25,564.09)	17,064.09	300.75%
180303 MEDICAID REIMBURSE	(350,000.00)	(618,643.34)	268,643.34	(350,000.00)	(1,506.20)	(348,493.80)	0.43%
JR ROTC	(105,000.00)	(132,235.20)	27,235.20	(105,000.00)	0.00	(105,000.00)	0.00%
FEDERAL	(463,500.00)	(760,284.90)	296,784.90	(463,500.00)	(27,070.29)	(436,429.71)	5.84%

Lynchburg City Schools
Operating Fund - Statement of Revenue
For the Two Months Ending August 31, 2018

	FY 2017-18 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	FY 2017-18 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(42,028,498.00)	(42,028,498.00)	0.00	100.00%	(42,028,498.00)	0.00	(42,028,498.00)	0.00%
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%	(42,028,498.00)	0.00	(42,028,498.00)	0.00%
189912 MISC REV/OTH FUNDS	(75,000.00)	(34,511.37)	(40,488.63)	46.02%	(55,000.00)	(25,630.98)	(29,369.02)	46.60%
180303 REBATES & REFUNDS	(86,250.00)	(34,183.73)	(52,066.27)	39.63%	(86,250.00)	(7,144.00)	(79,106.00)	8.28%
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)	0.00	(10,000.00)	0.00%
189910 INSURANCE ADJUST	(133,833.00)	(66,047.14)	(67,785.86)	49.35%	(5,000.00)	0.00	(5,000.00)	0.00%
E RATE REIMBURSEMENT	(203,500.00)	(154,964.51)	(48,535.49)	76.15%	(80,000.00)	(1,248.24)	(78,751.76)	1.56%
MISCELLANEOUS	(520,595.50)	(324,519.25)	(196,076.25)	62.34%	(236,250.00)	(34,023.22)	(202,226.78)	14.40%
150201 RENTS - LAUREL	(123,000.00)	(123,000.00)	0.00	100.00%	(123,000.00)	0.00	(123,000.00)	0.00%
150201 RENTS - CVGS	0.00	(43,000.00)	43,000.00	100.00%	(43,000.00)	0.00	(43,000.00)	0.00%
161201 TUITION DAY SCHOOL	(80,000.00)	(106,126.60)	26,126.60	132.66%	(100,000.00)	(40,096.41)	(59,903.59)	40.10%
161206 TUITION ADULT	(20,000.00)	(27,885.00)	7,885.00	139.43%	(25,000.00)	0.00	(25,000.00)	0.00%
161207 TUITION SUMMER SCH	(25,000.00)	(43,442.53)	18,442.53	173.77%	(30,000.00)	0.00	(30,000.00)	0.00%
161202 SPEC PUPIL FEES	(31,000.00)	(16,758.86)	(14,241.14)	54.06%	(25,000.00)	(19,020.00)	(5,980.00)	76.08%
161205 BUS RENTAL	(325,000.00)	(430,608.70)	105,608.70	132.49%	(325,000.00)	(48,370.05)	(276,629.95)	14.88%
190101 TUIT FM OTH CO/CY	(500,000.00)	(575,177.76)	75,177.76	115.04%	(600,000.00)	0.00	(600,000.00)	0.00%
161201 DUAL ENROLLMENT	(185,000.00)	(146,043.00)	(38,957.00)	78.94%	(150,000.00)	0.00	(150,000.00)	0.00%
PRINT SHOP	(65,000.00)	(55,337.83)	(9,662.17)	85.14%	(50,000.00)	(581.00)	(49,419.00)	1.16%
SCHOOL NUT UTILITIES	(90,000.00)	(80,411.32)	(9,588.68)	89.35%	(90,000.00)	0.00	(90,000.00)	0.00%
FACILITY RENTALS	(50,000.00)	(128,490.38)	78,490.38	256.98%	(75,000.00)	(8,989.25)	(66,010.75)	11.99%
INDIRET COSTS	(200,000.00)	(171,787.64)	(28,212.36)	85.89%	(203,304.00)	0.00	(203,304.00)	0.00%
CHARGES FOR SERVICES	(1,694,000.00)	(1,948,069.62)	254,069.62	115.00%	(1,839,304.00)	(117,056.71)	(1,722,247.29)	6.36%
DESIGNATION - ENCUMBRANCES	(1,275,388.88)	0.00	(1,275,388.88)	0.00%	0.00	0.00	0.00	0.00%
TOTAL OPERATING FUND	(96,750,650.26)	(95,916,302.58)	(834,347.68)	99.14%	(97,672,407.00)	(6,514,559.52)	(91,157,847.48)	6.67%

Original budget	\$95,324,667.00	Original budget	\$ 97,672,407.00
Prior Year Encumbrance	\$ 1,275,388.88		
Addtl funding - CTE equipment	\$ 9,748.88		
Sale of Bus Proceeds	\$ 13,500.00		
E-rate - Shelterl	\$ 88,000.00		
Insurance Proceeds	\$ 33,833.00		
Restricted Donation	\$ 5,512.50		
Adjusted Budget	\$ 96,750,650.26		

Lynchburg City Schools				
History of Salary and Wages Increases				
For the Eight Years Ending FY2018				
	State Funded			
Fiscal Year	Compensation increase for SOQ Positions	Salary and Wage Increase	Effective Date	Comments
FY2011-12	No	0.00%	12/15/2011	Employees received a one time bonus equal to 2% of their contracted salary.
FY2011-12	No	0.00%	7/1/2011	
FY2012-13	Yes -3.00%	5.75%	7/1/2012	
FY2013-14	No	3.00%	7/1/2013	
FY2014-15	Yes-1.00%	2.00%	7/1/2014	
FY2015-16	Yes-1.50%	2.00%	1/1/2016	
FY2016-17	Yes-2.00%	2.00%	12/1/2016	All employess received a 2% salary increase except for instructional assistants, bus drivers, bus aids, custodians and some maintenance employees, they received a 4% salary increase.
FY2017-18	No	0.00%		A one time salary bonus was given to employees; \$500 to FT employees and \$250 to PT employees

Agenda Report

Date: 10/02/2018

Agenda Number: E-2

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Marie F. Gee, Director of Personnel

Subject: Personnel Report

Summary/Description:

The personnel recommendations for September 04, 2018 – October 02, 2018 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 September 04, 2018 – October 02, 2018.

Agenda Report Attachment**Item: E-2****10/02/18**

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2018-2019:

Colon Gloria	Puerto Rico University of	BA / 29 yrs (Lv. 29 3)	Fort Hill Community School Homebound Teacher	09-17-2018
Lindauer Alethea	Liberty University	BA / 0 yrs (Lv. 0 3)	Heritage Elementary School Kindergarten Teacher	09-17-2018

RESIGNATIONS:

Bray Lisa	William & Mary	MA / 1 yr (Lv. 1 3)	Heritage Elementary School Kindergarten Teacher	09-07-2018
Lavender Blythe	Liberty University	BA / 5 yrs (Lv. 5 3)	Heritage High School English Teacher	12-19-2018
Orso Marisa	San Francisco St. University	MA / 18 yrs (Lv. 18 3)	Sandusky Middle School Science Teacher	09-04-2018

RETIREMENTS:

NONE

LEAVE OF ABSENCE:

NONE

Agenda Report

Date: 10/02/18

Agenda Number: E-3

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Susan D. Morrison, School Board Chair

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 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 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: 10/02/18

Agenda Number: H-1

Attachments: Yes

From: Susan D. Morrison, School Board Chair

Subject: School Board Retreat Topics: 2018-19

Summary/Description:

Each year, the Lynchburg City School Board conducts an annual retreat and identifies topics for discussion to be placed on the agenda for the meeting. The school board suggested a variety of topics for the retreat that will occur on October 12, 2018. The top 5 items selected are as follows:

- Strategic Plan
- Salaries
- Safety Plans/Crisis Plans
- Student Discipline
- Mental Health/Bullying/Sexual Harassment
- Superintendent Evaluation

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent and school board chair recommend that the school board approve the 2018 School Board Retreat topics.

Agenda Report

Date: 10/02/18

Agenda Number: H-2

Attachments: Yes

From: Susan D. Morrison, School Board Chair

Subject: School Board Governance Norms, Protocols, and Goals

Summary/Description:

On September 21, 2018, the Lynchburg City School Board, received governance training conducted by the Virginia School Boards Association. During that professional development training, the school board reviewed and revised its current Governance Norms and Protocols, which were developed during a similar training activity conducted in September 2017. The document, which appears as an attachment to this agenda report, provides clear guidelines and procedures for all aspects of board communication, school board meeting agenda development, interactions with the school community, professional development, and the evaluation of the superintendent and itself.

At this same training, the school board also set goals that are attached to this agenda item.

The school board will consider the School Board Governance and Protocols during this presentation and the goals set at the VSBA training on September 21, 2018.

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

Recommendation:

The school board chairman recommends that the school board approve the School Board Governance and Protocols and goals for the board.

Lynchburg City School Board

Governance Norms & Protocols

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

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

We agree to follow the following protocols:

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

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

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

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

VIOLATION 1

Through consensus, the chairman speaks with school board member.

VIOLATION 2

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

**Lynchburg City School Board Goals
Drafted September 21, 2018**

- 1. The Board will develop and implement a five-year strategic plan to prioritize the needs of Lynchburg City Schools.**
- 2. The Board will address fiscal responsibility and management for revenue growth, staff compensation, personnel and facilities.**
- 3. The Board will develop and implement a comprehensive communication and engagement plan to enhance relationships with our stakeholders.**
- 4. The Board will develop and implement a plan to enhance growth, development and success for all students.**

Agenda Report

Date: 10/02/18

Agenda Number: I-1

Attachments: Yes

From: Crystal M. Edwards, Superintendent

Subject: Equity Task Force Committee: 2018-19

Summary/Description:

The School Board may appoint advisory councils or committees of citizens of the school division for consultation with reference to specific matters pertaining to local schools. These committees shall serve without compensation for one-year terms and report annually to the Board. One of these committees is the Equity Task Force Committee.

Membership: The Equity Task Force may have a maximum of 20 members including but not limited to, parents/guardians, students, educators, retired professionals, concerned citizens, and others. Members are appointed annually.

Purpose: The purpose of the Equity Task Force is to assist with the evaluation of equitable practices in six key areas:

1. Staff: recruitment and retention
2. Students: academics and climate
3. Training: all stakeholders including parents, students, staff, school board, community
4. Engagement & Involvement: all stakeholders including parents, students, staff, school board, community
5. Cultural Diversity: celebration and recognition
6. Access & Barriers: increase access/opportunities and remove of barriers

Meetings: The Equity Task Force meets 4-5 times annually.

The proposed membership appears as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve the membership for the Equity Task Force Committee for 2018-19.

Equity Task Force Members 2018-19 Lynchburg City Schools	
Adams, Tia	Appling, Artice
Calloway, Marcus	Chandler, Reason
Cohen, Amy	Deetz, Kelly
Ferguson, Robin	Flinn, Sara
Glass, Ivorie	Gonzalez, Vicente
Grant-Paige, Donna	Kee, Paul
King, Leslie	McCain, Danny
Morris, Amy	Pahk, Mary
Price, Patricia	Rule, Daniel
Sales, Jay	Taylor, Lisa
Tweedy, Eugene	Williams, Vanessa
Woofter, Jennifer	Reeves, Ethel
Edwards, Crystal	Womack, Dashia
Brown, LaTonya	

Agenda Report

Date: 10/02/18

Agenda Number: I-2

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Ed Dellinger, Supervisor for Instruction

Subject: General Career Technical Education Advisory Committee: 2018-19

Summary/Description:

The School Board may appoint advisory councils or committees of citizens of the school division for consultation with reference to specific matters pertaining to local schools. In addition, pursuant to Board of Education regulations, the School Board establishes advisory committees for the following programs: special education and career and technical education. These committees shall serve without compensation for one-year terms and report annually to the Board.

Membership: The General Career-Technical Advisory Committee may have a maximum of 20 members including but not limited to, parents/guardians, students, educators, retired professionals, concerned citizens, and others. Each of the 14 program areas in CTE has an advisory committee, which sends a representative to serve on the General Career-Technical Advisory Committee. Members are appointed annually.

Purpose: The purpose of the General Career-Technical Advisory Committee is to advise, assist and provide support and advocacy for high quality programs that prepare middle and high school students for successful transition to further education and careers.

Meetings: The General Career-Technical Advisory Committee meets 4-5 times annually.

The proposed membership appears as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve the membership for the General Career and Technical Education Advisory Committee for 2018-19.

<p>Mr. Bob Bailey – (B&I) Bbailey@caer.vs Machine Trades, CAER 825 Main St., 16th Fl., Lynchburg, VA 24504 434-477-5060</p>	<p>Sarada Hester – (P) Guidance Director Heritage High School hesters@lcsedu.net 434-515-5400</p>
<p>Mr. Gary Harvey – (B&I) gary@architecturalpartners.com Technical Drawing Craddock-Cunningham Architectural Partners 10 Ninth St, Lynchburg, VA 24504 434-846-8456, x14</p>	<p>Mr. Andrew Kelso – (P) kelsoag@lcsedu.net CTE Instructor – Lynchburg City Schools Heritage High School 434-515-5400</p>
<p>Dr. Cleveland Porter (B&I) Dental Career 13 Wendover Square, Lynchburg, VA 24503 434-384-2688</p>	<p>Ms. Susan Cash – (O) cashsw@lcsedu.net Director of Governor’s STEM Academy - CVCC 3506 Ward’s Rd, Lynchburg, VA 24502 434-832-7731</p>
<p>Mr. Thomas Roach (B&I) Building Trades Hill City Electric Co. 291 Forest Dr, Concord, VA 24538 434-660-4504</p>	<p>Mrs. Jessie Hunt – (P) huntjd@lcsedu.net Career Counselor – Lynchburg City Schools Heritage and E.C. Glass High Schools 434-515-5417</p>
<p>Mr. Will Sandidge, Sr. – (CC) Director of Strategic Initiatives Central Virginia Community College 3506 Wards Road, Lynchburg, VA 24502 434-832-7641</p>	<p>Gary Boothe – (B&I) Personnel Manager Diversified Industrial Rigging 7780 Wards Rd, Rustburd VA 24588 434-608-1028</p>
<p>Mr. Wendell Walker – (L) Apprentice Marketing & Sales Rep. 3704 Old Forest Rd., Suite B, Lynchburg, VA 24501 434-385-0806, ext.4</p>	<p>Mrs. Treney Tweedy – (O) ttweedy@goodwillvalleys.com Lynchburg City Mayor City Hall – 906 Church St, Lynchburg, VA 24504 434-455-3995</p>
<p>Ms. Becky Boothe, MBA – (B&I) booth.r@lynchburg.edu Director, Center for Economic Education UofL Elliot & Rosel Schewel Hall, Office #106 1501 Lakeside Drive, Lynchburg, VA 24501 434-544-8791</p>	<p>Kim Salville (P) Salville123@aol.com Heritage Funeral Home 427 Graves Mill Rd., Lynchburg, VA 24502 434-660-6873</p>
<p>Dr. Muriel Mickles (CC) micklesm@centralvirginia.edu V.P of Academic Affairs – CVCC 3506 Wards Rd, Lynchburg, VA 24502 434-832-7656</p>	<p>Tim Schoonmaker (B&I) Timothy.schoonmaker@centrahealth.com Director/Executive Chef - Centra Nutrition Services 1901 Tate Springs Rd, Lynchburg, VA 24501 434-200-3373</p>
<p>Elizabeth Narehood (WIC) narehoode@centralvirginia.edu Development Coordinator – Workforce Solutions CVCC 3506 Wards Rd, Lynchburg, VA 24502 434-832-7606 ext. 5108</p>	<p>Kim Wilkerson (B&I) – Business/IT kwilkerson@cvfcu.com V.P Marketing - Central VA Federal Credit Union P.O Box 1660, Lynchburg, VA 24505 434-528-9016 ext. 1256</p>

Agenda Report

Date: 10/02/18

Agenda Number: I-3

Attachments: Yes

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

Subject: Health Advisory Board Committee: 2018-19

Summary/Description:

The School Board may appoint advisory councils or committees of citizens of the school division for consultation with reference to specific matters pertaining to local schools. These committees shall serve without compensation for one-year terms and report annually to the Board.

Membership: The School Health Advisory Board may have a maximum of 20 members including but not limited to, parents/guardians, students, health professionals, educators, and others. Members are appointed annually.

Purpose: The purpose of the School Health Advisory Board is to assist with the development of health policy in the school division and the evaluation of the status of school health, health education, the school environment, and health services.

Meetings: The School Health Advisory Board meets 4-5 times annually.

The proposed membership appears as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve the membership for the Health Advisory Board Committee for 2018-19.

Health Advisory Board Committee 2018-19 Lynchburg City Schools	
Januwaa Davis	Ruby Jones
Aurther Sales	Charlotte Lester
Dr. Jim Wright	Joan Phelps
Shannon Miles	Virginia Petrikonis
Rachel Mitchel	Beth Shannon
Bridgette Smoot	Julie Christine Piercy
Bichundo Lambert	Dr. Rachel Gagen
Julia Mays	Marisa Jones
Beth Morris	William Coleman
Christina Rice RN	Anne Bond-Gentry

Agenda Report

Date: 10/02/18

Agenda Number: I-4

Attachments: Yes

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

Subject: Virginia Tiered Systems of Support Grant Cohort 4:
Implementation Phase 2018-19SY

Summary/Description:

For the 2018-2019 school year, Lynchburg City Schools was awarded \$34,322.13 from the Virginia Department of Education (VDOE) for Cohort 4 of the Virginia Tiered Systems of Supports (VTSS). VTSS is a coordinated, tiered approach to improving educational outcomes through a continuum of evidence-based academic, behavioral, and mental wellness supports for all students. Through this initiative, the VDOE will provide training and technical assistance to Lynchburg City Schools with the implementation of VTSS, including the initial focus area of Positive Behavioral Interventions and Supports (PBIS). Currently E.C Glass High School and Linkhorne Middle School are in year two of the VTSS process. This year Sandusky Elementary School, Heritage Elementary School, Carl B. Hutcherson Early Learning Center and Sandusky Middle school will join as the second VTSS cohort within our division. They will receive direct coaching support, official VTSS training, and funds to support implementation measures. The Director of Student Services will share the progression of VTSS from our exploration phase up through our current efforts.

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

Recommendation:

It is recommended that the school board give approval to the superintendent to sign and approve the Virginia Tiered Systems of Support Grant Cohort 4: Implementation Phase 2018-19SY.

Agenda Report Attachment

Item: I-4

Budget:

Personnel Salary Compensation	\$13,147.00
Fringe Benefits and Fixed Charges	\$1,200.00
<u>Sub-total Personnel Salary Compensation:</u>	<u>\$14,347</u>
Purchased	\$4,000
Travel Expenses	\$13,000
Materials/Supplies	\$2,975.13
<u>Sub-total Non-Personnel Expenses:</u>	<u>\$19,975.13</u>
Total	\$34,322.13

Agenda Report

Date: 10/02/18

Agenda Number: I-5

Attachments: No

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

Subject: LCS Student Discipline Forums

Summary/Description:

Discipline Forums are discussions held with a small panel of students in order to provide a platform on which they can provide feedback on disciplinary practices within their school from their perspective in a “safe and trusted” environment. Students are randomly selected and consist of varied groups within the school. Discipline Forums originated out of our voluntary resolution agreement with the Office of Civil Rights in an effort to gather feedback from students. The results of the discipline forum are utilized for awareness, professional development, planning, and actions around school culture and climate.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 10/02/18

Agenda Number: I-6

Attachments: Yes

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

Subject: Gear Up Virginia (GUV) Award for 2018-2019:
Implementation Phase 2018-19 School Year

Summary/Description:

For the 2018-2019 school year, Lynchburg City Schools was awarded \$105,000.00 from the State Council of Higher Education for Virginia (SCHEV) to implement Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP Virginia - GUV). In the effort to increase student college enrollment and success and to transform the lives of low-income families and their communities, GUV began offering college preparatory services and skills development to a cohort of seventh-grade students beginning in 2104-15. GUV is a program that aligns with the state goals and objectives set forth by the state of Virginia which include: 1) increase the academic performance and college preparation of GUV students; 2) increase the number of students in rigorous courses; 3) increase knowledge of college and financial aid among students and their families; 4) improve college readiness rates; and 5) increase college enrollment rates.

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

Recommendation:

It is recommended that the school board give approval to the superintendent to sign and approve the Gear Up Virginia Grant and Implementation Phase for the 2018-19 school year.

Agenda Report Attachment

Item: I-6

GEAR UP BUDGET:

Line Item Description	GEAR UP Requested Dollars	In-Kind Contribution	Total
Personnel			
GUV School coordinators stipend ECG (2) HHS (2) stipend x4	\$2,500 x 4 = \$10,000		\$10,000
GUV Datakeepers stipend ECG (1) HHS (1)	\$2,500 x 2 = \$5,000		\$5,000
Mckinney Vento liaison	\$500		\$500
Success Coach (College Partnership)		\$20,000	\$20,000
LCS Personnel: Principals and Administrators		\$19,322.97	\$19,322.97
Beacon of Hope Staff		\$10,000	\$10,000
Tutoring, Mentoring and Saturday SOL Preparation	\$11,856	\$25,858	\$37,714
Benefits			
FICA for coordinators	\$765.00		\$765.00
FICA for datakeepers	\$382.50		\$382.50
FICA for LCS employees		\$1478.20	\$1478.20
Travel			
GEAR UP National Conferences, State Meetings, and VCAN Conference	\$20,446.50		\$20,446.50
College Trips (4)	\$10,600		\$10,600
Educational Experiences on college trips	\$2,000		\$2,000
Transportation	\$1,900		\$1,900
Chaperones		\$13,460	\$13,460
Equipment Purchase			
Kajeet (McKinney Vento Money)	\$3,000		\$3,000
Usage of Chromebook		\$148,500	\$148,500
Materials/Supplies			
McKinney Vento Materials/Supplies/Food	\$1,500		\$1,500
Food for GEAR UP events	\$3,900	\$500	\$4,400
Facility Usage		\$8,800	\$8,800
Supplies/educational activities/Office supplies for printing and disseminating GU material	\$6,550	\$1,600	\$8,150
Contractual Services (Consultants/Contracts/Services)			
Various motivational guest speakers--	\$13,600	\$18,000	\$31,600
GUV Kickoff event year 6	\$3,000	\$1,000	\$4,000
Oakes Test Prep	\$10,000	\$5,000 (BOH)	\$15,000
TOTAL	\$105,000.00	\$273,519.17	378,519.17

Agenda Report

Date: 10/02/18

Agenda Number: I-7

Attachments: Yes

From: Crystal E. Edwards, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Proposed Health Insurance Rate Increase for Retirees and Cobra Participants

Summary/Description:

We have reviewed our current health insurance rates by tier. Medical cost are expected to increase next year by a minimum of 7.4%. Since LCS increased the health insurance rates last year by 10%, we are not recommending a rate increase this year for plan participants; however, we need to consider what level of annual rate increase is appropriate in order to keep pace with the annual increases in medical cost starting in 2020. Failure to have an annual rate increase will eventually lead to high rate increases in the future that will have a negative impact on plan participants.

During the health insurance rate review, it was noted that retirees and cobra participants were not paying the full premium. They were paying a portion of the premium which was accompanied by the School Board contribution. Since retirees and cobra participants are not current employees, we recommend they pay the full premium for their insurance. The attached schedule presents the proposed rate increase by tier for retiree and cobra plan participants.

Disposition: Action
 Information
 Action at Meeting on: 11/07/18

Recommendation:

The superintendent recommends that the school board consider increasing the health insurance rates for retiree and cobra plan participants effective January 1, 2019.

Lynchburg City Schools
 Proposed Health Insurance Rate Increase for Retiree and Cobra Participants
 For Plan Year January 1, 2019 thru December 31, 2019

	Enrollment	Current		Proposed Rate Increase		New	
		Monthly Rates	Percentage Amount	Dollar Amount	Proposed Monthly Rate	Annually	
Retired Single	58	\$475.44	11.90%	\$56.60	\$532.04	\$6,384.48	
Retired + Child	2	\$657.80	7.75%	\$50.96	\$708.76	\$8,505.12	
Retired + Spouse	13	\$822.80	7.75%	\$63.76	\$886.56	\$10,638.72	
Retired + Children	0	\$789.11	7.61%	\$60.09	\$849.20	\$10,190.40	
Retired + Family	3	\$993.65	6.26%	\$62.21	\$1,055.86	\$12,670.32	
Cobra + Single	6	\$475.44	11.90%	\$56.60	\$532.04	\$6,384.48	
Cobra + Child	0	\$657.80	7.75%	\$50.96	\$708.76	\$8,505.12	
Cobra + Spouse	1	\$822.80	7.75%	\$63.76	\$886.56	\$10,638.72	
Cobra + Children	0	\$789.21	7.60%	\$59.99	\$849.20	\$10,190.40	
Cobra + Family	1	\$993.65	6.26%	\$62.21	\$1,055.86	\$12,670.32	

Agenda Report

Date: 10/02/18

Agenda Number: I-8

Attachments: Yes

From: Crystal E. Edwards, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Health Insurance Premiums and Claims for Non-LCS Entities

Summary/Description:

During a detailed review of Lynchburg City School's (LCS) self-funded medical insurance plan, it was revealed that LCS covers the full cost of employees of non-LCS entities enrolled in our self-funded medical insurance plan. Non-LCS entities are STEM Academy, Steps with Links, Central Virginia Governor's School and LAUREL Regional Program. The review identified the following:

- A. LCS pays the following fees for all non-LCS employees
 - 1. Plan administration fees of \$35.05 per employee per month
 - 2. Stop loss insurance premium of \$18.66 per employee per month
 - 3. Patient-Centered Outcomes Research Institute fees (PCORI) of \$2 per covered life per year
 - 4. Transitional Reinsurance Program Assessment Fee (TRPA) of \$63 per individual enrolled per year

- B. LCS paid the net loss on claims for all non-LCS employees when the insurance premiums they paid was less than the claims incurred.

The net loss claims paid each year is being funded by the School Board and enrollees in the medical plan. This has been occurring for some time and now that we have separated all employees enrolled in LCS self-funded medical insurance by entity, the hard numbers are now available. Attached is a report showing the premiums, claims and other fees paid by LCS for each non-LCS entity for 2017 and the first seven months for 2018.

Disposition: Action
 Information
 Action at Meeting on: 11/07/18

Recommendation:

The superintendent recommends that the school board review the information and decide whether or not LCS should continue funding the net loss incurring on non-LCS entities employees enrolled in the self-funded medical plan or devise a plan to have each non-LCS entity pay for claim losses and distribute the surplus.

Lynchburg City Schools

Medical & Pharmacy Data for Non LCS Entities

2017 Plan Year (January 2017-December 2017) 12 months

	Stem Academy (Fund 6)	Steps with Links (Fund 7)	Central VA Governor's (Fund 8)	Laurel (Fund 9)	Total
Number of Subscribers	1	1	5	42	0
Number of Dependents	3	4	12	47	0
Total Covered	4	5	17	89	0
Employee & Employer Contributions	\$ 10,839.84	\$ 5,895.38	\$ 46,871.52	\$ 226,031.52	\$ -
Paid Medical & Pharmacy Claims	\$ 14,985.00	\$ 28,724.00	\$ 41,423.00	\$ 326,053.00	\$ -
Difference of Contributions & Claims	\$ (4,145.16)	\$ (22,828.62)	\$ 5,448.52	\$ (100,021.48)	\$ -
Plan Administration fee	\$ (420.60)	\$ (420.60)	\$ (2,103.00)	\$ (17,665.20)	\$ -
Stop Loss Insurance premium	\$ (223.92)	\$ (223.92)	\$ (1,119.60)	\$ (9,404.64)	\$ -
PCORI fee	\$ (2.00)	\$ (2.00)	\$ (10.00)	\$ (84.00)	\$ -
TRPA fee	\$ (252.00)	\$ (315.00)	\$ (1,071.00)	\$ (5,607.00)	\$ -
Net Gain/(Loss) on Entity's Contributions and Health Care Costs	\$ (5,043.68)	\$ (23,790.14)	\$ 1,144.92	\$ (132,782.32)	\$ -

2018 Plan Year (January 2018-July 2018) 7 months

	Stem Academy (Fund 6)	Steps with Links (Fund 7)	Central VA Governor's (Fund 8)	Laurel (Fund 9)	Blue Ridge Jail	Detention Center	Total
Number of Subscribers	1	1	6	49	2	9	68
Number of Dependents	3	4	14	57	5	11	94
Total Covered	4	5	20	106	7	20	162
Employee & Employer Contributions	\$ 7,391.02	\$ 5,944.40	\$ 39,486.72	\$ 241,300.24	\$ 3,175.80	\$ 12,659.76	\$ 309,957.94
Paid Medical & Pharmacy Claims	\$ 14,051.00	\$ 557.00	\$ 18,199.00	\$ 348,923.00	\$ 696.00	\$ 808.00	\$ 383,234.00
Difference of Contributions & Claims	\$ (6,659.98)	\$ 5,387.40	\$ 21,287.72	\$ (107,622.76)	\$ 2,479.80	\$ 11,851.76	\$ (73,276.06)
Plan Administration fee	\$ (420.60)	\$ (420.60)	\$ (2,523.60)	\$ (20,609.40)	\$ (841.20)	\$ (3,785.40)	\$ (28,600.80)
Stop Loss Insurance premium	\$ (223.92)	\$ (223.92)	\$ (1,343.52)	\$ (10,972.08)	\$ (447.84)	\$ (2,015.28)	\$ (15,226.56)
PCORI fee	\$ (2.00)	\$ (2.00)	\$ (12.00)	\$ (98.00)	\$ (4.00)	\$ (18.00)	\$ (136.00)
TRPA fee	\$ (252.00)	\$ (315.00)	\$ (1,260.00)	\$ (6,678.00)	\$ (441.00)	\$ (1,260.00)	\$ (4,284.00)
Total	\$ (7,558.50)	\$ 4,425.88	\$ 16,148.60	\$ (145,980.24)	\$ 745.76	\$ 4,773.08	\$ (121,523.42)

*There was a 10% increase in Employee and Employer Contributions effective 1/1/2018.

Agenda Report

Date: 10/02/18

Agenda Number: I-9

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: LAUREL Regional School Budget: 2018-19

Summary/Description:

The Lynchburg City School Board serves as the fiscal agent for the LAUREL Regional School. LAUREL Regional School operates both a center based program and a non-center based program.

The governing board of the school has approved its 2018-19 center based budget in the amount of \$3,764,857.94, which represents a decrease of \$3,926.77 from the 2017-18 approved budget.

The governing board also approved its 2018-19 non-center based budget in the amount of \$2,102,770.20, which represents an increase of \$128,067.38 from the 2017-18 approved budget.

Funds expended at the LAUREL Regional School are totally reimbursable from participating school divisions and the Commonwealth of Virginia. School divisions which are members of the regional program are Amherst County Public Schools, Appomattox County Public Schools, Bedford County Public Schools, Campbell County Public Schools, and Lynchburg City Schools. The LAUREL Regional School provides services for students with severe disabilities. The following services are also provided by staff employed through LAUREL Regional School to identified students with disabilities at their schools: occupational therapy, physical therapy, vision services, and autism services.

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

Recommendation:

The superintendent recommends that the school board authorize the school administration to act as fiscal agent for the LAUREL Regional School and to administer their 2018-19 combined budgets in the amount of \$5,867,628.14.

LAUREL REGIONAL PROGRAM - CENTER BASED
PROPOSED BUDGET FY2018-2019

REVENUE

Account Number	Description	Budget 2017-18	Proposed Budget 2018-19		
9.0000.000.0719.200.914	Tuition from other County/City- Center Based	\$3,542,937.18	\$3,542,926.43	\$	(10.75)
9.0000.000.0393.200.914	VPSA - Ed Technology	\$26,000.00	\$26,000.00	\$	-
9.0000.000.0719.275.914	Tuition from other County/City - Direct Bill	\$199,847.53	\$195,931.51	\$	(3,916.02)
TOTAL REVENUE		\$3,768,784.71	\$3,764,857.94	\$	(3,926.77)

EXPENDITURES

Account Number	Description	Budget 2017-18	Proposed Budget 2018-19		
9.8100.112.8000.200.914	VPSA Technology	\$26,000.00	\$26,000.00	\$	-
Total VPSA Technology		\$26,000.00	\$26,000.00		\$0.00

		SPH Services			
Account Number	Description	Budget 2017-18	Proposed Budget 2018-19		
9.1100.112.1120.200.914	Teachers	\$524,053.83	\$469,310.59	\$	(54,743.24)
9.1100.112.1130.200.914	BCBA	\$0.00	\$70,000.00	\$	70,000.00
9.1100.112.1152.200.914	Therapeutic Educational Assistants	\$372,271.00	\$368,409.26	\$	(3,861.74)
9.1100.112.1154.200.914	Speech Therapist	\$75,401.31	\$71,809.94	\$	(3,591.37)
9.1100.112.1156.200.914	Occupational Therapist	\$50,266.95	\$50,266.95	\$	-
9.1100.112.1157.200.914	Physical Therapist	\$32,912.06	\$40,257.23	\$	7,345.17
9.1100.112.1158.200.914	Vision Teachers	\$2,909.55	\$48,458.66	\$	45,549.11
9.1100.112.1520.200.914	Substitute Teachers	\$10,000.00	\$10,000.00	\$	-
9.1100.112.1620.200.914	Supplemental Pay (degrees, certifications)	\$36,020.65	\$41,326.57	\$	5,305.92
9.1100.112.2100.200.914	FICA	\$84,259.80	\$89,492.70	\$	5,232.89
9.1100.112.2211.200.914	VRS	\$175,006.90	\$174,131.41	\$	(875.49)
9.1100.112.2750.200.914	HCC	\$13,189.86	\$13,326.38	\$	136.53
9.1100.112.2300.200.914	Medical Insurance	\$160,819.50	\$212,175.00	\$	51,355.50
9.1100.112.2330.200.914	Dental Insurance	\$12,421.92	\$12,398.40	\$	(23.52)
9.1100.112.2340.200.914	Vision Insurance	\$998.19	\$996.30	\$	(1.89)
9.1100.112.2411.200.914	Group Life Insurance	\$14,047.74	\$14,547.97	\$	500.23
9.1100.112.2700.200.914	Workers' Compensation Insurance	\$3,274.31	\$2,945.99	\$	(328.31)
9.1100.112.2820.200.914	Tuition Reimbursement	\$12,000.00	\$10,000.00	\$	(2,000.00)
9.1100.112.3000.200.914	Purchased Services (CLM, Tech Support, BCBA)	\$99,000.00	\$70,000.00	\$	(29,000.00)
9.1100.112.5500.200.914	Travel/Professional Development (includes adaptive classwork cou	\$5,000.00	\$5,000.00	\$	-
9.1100.112.5800.200.914	Miscellaneous (meals, lodging, membership dues)	\$1,500.00	\$1,500.00	\$	-
9.1100.112.6000.200.914	Materials and Supplies (includes copy paper, ink for staff)	\$40,000.00	\$40,000.00	\$	-
9.1100.112.6002.200.914	Food Supplies	\$5,000.00	\$5,000.00	\$	-
9.1100.112.6040.200.914	Technology Software	\$2,000.00	\$2,000.00	\$	-
Total Budget SPH Services		\$1,732,353.56	\$1,823,353.36	\$	90,999.79

		Office of the Director			
Account Number	Description	Budget 2017-18	Proposed Budget 2018-19		
9.1410.112.1126.200.914	Director	\$78,957.99	\$78,957.99	\$	-
9.1410.112.1150.200.914	Clerical	\$58,143.27	\$58,468.31	\$	325.04
9.1410.112.1250.200.914	Clerical-Overtime	\$3,000.00	\$3,000.00	\$	-
9.1410.112.1620.200.914	Supplements	\$1,200.00	\$1,200.00	\$	-
9.1410.112.2100.200.914	FICA	\$10,755.00	\$10,834.41	\$	79.41
9.1410.112.2211.200.914	VRS	\$22,374.93	\$21,548.44	\$	(826.48)
9.1410.112.2750.200.914	HCC	\$1,686.35	\$1,649.12	\$	(37.23)
9.1310.112.2834.200.914	Terminal Pay- Vacation	\$5,000.00	\$5,000.00	\$	-
9.1310.112.2835.200.914	Terminal Pay- Sick Leave	\$2,700.00	\$2,700.00	\$	-
9.1410.112.2300.200.914	Medical Insurance	\$13,050.00	\$17,250.00	\$	4,200.00
9.1410.112.2330.200.914	Dental Insurance	\$1,008.00	\$1,008.00	\$	-
9.1410.112.2340.200.914	Vision Insurance	\$81.00	\$81.00	\$	-
9.1410.112.2411.200.914	Group Life Insurance	\$1,796.03	\$1,800.28	\$	4.26
9.1410.112.2700.200.914	Workers' Compensation Insurance	\$414.90	\$352.11	\$	(62.79)
9.1410.112.2820.200.914	Tuition Reimbursement	\$1,500.00	\$1,500.00	\$	-
9.1410.112.3000.200.914	Purchased Services (legal, audit, misc)	\$25,000.00	\$25,000.00	\$	-
9.1410.112.5200.200.914	Communications (postage)	\$700.00	\$500.00	\$	(200.00)
9.1410.112.5300.200.914	Insurance	\$11,000.00	\$11,250.00	\$	250.00

9.1410.112.5400.200.914	Rental-Building	\$123,000.00	\$	123,000.00	\$	-
9.1410.112.5400.200.914	Rental-Copier	\$10,000.00	\$	8,500.00	\$	(1,500.00)
9.1410.112.5500.200.914	Travel/Professional Development-mileage, registration costs, traini	\$2,000.00	\$	2,000.00	\$	-
9.1410.112.5800.200.914	Miscellaneous (meals, lodging, and membership dues)	\$1,000.00	\$	1,000.00	\$	-
9.1410.112.6000.200.914	Materials and Supplies	\$5,000.00		\$5,000.00	\$	-
9.1410.112.6002.200.914	Food Supplies	\$1,000.00		\$2,000.00	\$	1,000.00
Total Budget-Office of the Director		\$380,367.46		\$383,599.67	\$	3,232.21

Account Number	Nursing Services Description	Budget		Proposed Budget		
		2017-18		2018-19		
9.2224.112.1131.200.914	Licensed Nurse	\$83,298.38	\$	80,907.99	\$	(2,390.39)
9.2224.112.1620.200.914	Supplements	\$1,200.00	\$	-	\$	(1,200.00)
9.2224.112.1520.200.914	Substitute Nursing	\$2,500.00	\$	2,500.00	\$	-
9.2224.112.2100.200.914	FICA	\$6,655.38	\$	6,380.71	\$	(274.66)
9.2224.112.2211.200.914	VRS	\$13,594.30	\$	12,686.37	\$	(907.92)
9.2224.112.2750.200.914	HCC	\$1,024.57	\$	970.90	\$	(53.67)
9.2224.112.2300.200.914	Medical Insurance	\$8,700.00	\$	11,500.00	\$	2,800.00
9.2224.112.2330.200.914	Dental Insurance	\$672.00	\$	672.00	\$	-
9.2224.112.2340.200.914	Vision Insurance	\$54.00	\$	54.00	\$	-
9.2224.112.2411.200.914	Group Life Insurance	\$1,091.21	\$	1,059.89	\$	(31.31)
9.2224.112.2700.200.914	Workers' Compensation Insurance	\$414.90	\$	205.51	\$	(209.40)
9.2224.112.3000.200.914	Purchased Services (contracted nursing substitutes)	\$1,750.00	\$	1,750.00	\$	-
9.2224.112.6000.200.914	Materials and Supplies (gloves and other supplies)	\$1,000.00	\$	1,000.00	\$	-
Total Budget - Nursing Services		\$121,954.73		\$119,687.37	\$	(2,267.36)

Total Budget SPH Center-Based	\$2,234,675.76	\$2,326,640.39	\$91,964.64
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Account Number	Vision Services- Classroom Instruction Description	Budget		Proposed Budget		
		2017-18		2018-19		
9.1100.112.1120.216.914	Vision Teachers	\$323,264.58		\$249,231.69	\$	(74,032.89)
9.1100.112.1620.216.914	Teacher Supplements	\$20,002.16		\$15,111.76	\$	(4,890.40)
9.1100.112.2100.216.914	FICA	\$26,259.91		\$20,222.27	\$	(6,037.63)
9.1100.112.2211.216.914	VRS	\$55,911.99		\$39,085.93	\$	(16,826.06)
9.1100.112.2750.216.914	HCC	\$4,213.96		\$2,873.97	\$	(1,339.99)
9.1100.112.2300.216.914	Medical Insurance	\$20,755.00		\$30,250.00	\$	9,495.00
9.1100.112.2330.216.914	Dental Insurance	\$2,046.00		\$2,382.00	\$	336.00
9.1100.112.2340.216.914	Vision Insurance	\$162.00		\$189.00	\$	27.00
9.1100.112.2411.216.914	Group Life Insurance	\$4,488.03		\$3,137.41	\$	(1,350.62)
9.1100.112.2700.216.914	Workers' Compensation Insurance	\$1,029.80		\$671.43	\$	(358.37)
9.1100.112.3000.216.914	Purchased Service- (AIS)	\$500.00		\$500.00	\$	-
9.1100.112.5200.216.914	Communications (postage)	\$300.00		\$100.00	\$	(200.00)
9.1100.112.5500.216.914	Travel/Professional Development	\$13,000.00		\$12,600.00	\$	(400.00)
9.1100.112.5800.216.914	Miscellaneous- meals, lodging, and membership dues	\$500.00		\$500.00	\$	-
9.1100.112.6000.216.914	Materials and Supplies	\$18,000.00		\$15,425.00	\$	(2,575.00)
9.1100.112.8000.216.914	Capital Outlay (over \$5000 each)	\$0.00		\$0.00	\$	-
Total Vision Services Classroom Instruction		\$490,433.43		\$392,280.46	\$	(98,152.96)

Account Number	Vision Services- Office of the Director Description	Budget		Proposed Budget		
		2017-18		2018-19		
9.1410.112.1150.216.914	Vision Clerical	\$18,636.48		\$25,069.03	\$	6,432.55
9.1410.112.2100.216.914	FICA	\$1,425.69		\$1,917.78	\$	492.09
9.1410.112.2211.216.914	VRS	\$3,041.47		\$4,091.27	\$	1,049.79
9.1410.112.2750.216.914	HCC	\$229.23		\$300.83	\$	71.60
9.1410.112.2300.216.914	Medical Insurance	\$3,500.00		\$5,500.00	\$	2,000.00
9.1410.112.2330.216.914	Dental Insurance	\$336.00		\$336.00	\$	-
9.1410.112.2340.216.914	Vision Insurance	\$27.00		\$27.00	\$	-
9.1410.112.2411.216.914	Group Life Insurance	\$244.14		\$328.40	\$	84.27
9.1410.112.2700.216.914	Workers' Compensation Insurance	\$55.91		\$63.68	\$	7.77
Total Vision Services Clerical Support		\$27,495.92		\$37,633.98	\$	10,138.06

Total Vision Services	\$517,929.35	\$429,914.45	(\$88,014.90)
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Account Number	Autism Services Description	Budget		Proposed Budget	
		2017-18		2018-19	

9.1100.112.1120.220.914	Instructional	\$0.00	\$	-	\$	-
9.1100.112.1620.220.914	Supplements	\$0.00	\$	-	\$	-
9.1100.112.2100.220.914	FICA	\$0.00	\$	-	\$	-
9.1100.112.2211.220.914	VRS	\$0.00	\$	-	\$	-
9.1100.112.2750.220.914	HCC	\$0.00	\$	-	\$	-
9.1100.112.2300.220.914	Medical Insurance	\$0.00	\$	-	\$	-
9.1100.112.2330.220.914	Dental Insurance	\$0.00	\$	-	\$	-
9.1100.112.2340.220.914	Vision Insurance	\$0.00	\$	-	\$	-
9.1100.112.2411.220.914	Group Life Insurance	\$0.00	\$	-	\$	-
9.1100.112.2700.220.914	Workers' Compensation Insurance	\$0.00	\$	-	\$	-
9.1100.112.3000.220.914	Purchased Services (contracted services for a BCBA)	\$80,000.00	\$	92,750.00	\$	12,750.00
9.1100.112.5500.220.914	Travel/Professional Development	\$0.00	\$	-	\$	-
9.1100.112.6000.220.914	Materials and Supplies	\$0.00	\$	-	\$	-
Total Budget Autism Services		\$80,000.00		\$92,750.00		\$12,750.00

Occupational Therapy- Classroom Instruction		Budget	Proposed Budget		
Account Number	Description	2017-18	2018-19		
9.1100.112.1120.225.914	Instructional	\$401,825.63	\$401,825.63	\$	-
9.1100.112.1620.225.914	Supplement	\$936.25	\$936.25	\$	-
9.1100.112.2100.225.914	FICA	\$30,811.28	\$30,811.28	\$	-
9.1100.112.2211.225.914	VRS	\$65,577.94	\$63,006.26	\$	(2,571.68)
9.1100.112.2750.225.914	VRS Prof Health Credit	\$4,942.46	\$4,821.91	\$	(120.55)
9.1100.112.2300.225.914	Medical Insurance	\$30,240.00	\$34,650.00	\$	4,410.00
9.1100.112.2330.225.914	Dental Insurance	\$2,116.80	\$2,116.80	\$	-
9.1100.112.2340.225.914	Vision Insurance	\$170.10	\$170.10	\$	-
9.1100.112.2411.225.914	Group Life Insurance	\$5,263.92	\$5,263.92	\$	-
9.1100.112.2700.225.914	Workers' Compensation Insurance	\$1,208.29	\$1,023.02	\$	(185.27)
9.1100.112.5500.225.914	Travel/Professional Development	\$9,000.00	\$8,500.00	\$	(500.00)
9.1100.112.5800.225.914	Miscellaneous-meals, lodging, dues	\$700.00	\$700.00	\$	-
9.1100.112.6000.225.914	Materials and Supplies	\$9,000.00	\$7,000.00	\$	(2,000.00)
Total Occupational Therapy Classroom Instruction		\$561,792.66	\$560,825.16	\$	(967.50)

Occupational Therapy-Office of the Director		Budget	Proposed Budget		
Account Number	Description	2017-18	2018-19		
9.1410.112.1150.225.914	Clerical Support	\$23,629.94	\$23,629.94	\$	-
9.1410.112.2100.225.914	FICA	\$1,807.69	\$1,807.69	\$	-
9.1410.112.2211.225.914	VRS	\$3,856.41	\$3,705.17	\$	(151.23)
9.1410.112.2750.225.914	VRS Prof Health Credit	\$290.65	\$283.56	\$	(7.09)
9.1410.112.2300.225.914	Medical Insurance	\$4,800.00	\$5,500.00	\$	700.00
9.1410.112.2330.225.914	Dental Insurance	\$336.00	\$336.00	\$	-
9.1410.112.2340.225.914	Vision Insurance	\$27.00	\$27.00	\$	-
9.1410.112.2411.225.914	Group Life Insurance	\$309.55	\$309.55	\$	-
9.1410.112.2700.225.914	Workers' Compensation Insurance	\$70.89	\$60.02	\$	(10.87)
Total Occupational Therapy Clerical Support		\$35,128.13	\$35,658.94	\$	530.81

Total Budget Occupational Therapy		\$596,920.79	\$596,484.10	\$	(436.69)
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Physical Therapy Services		Budget	Proposed Budget		
Account Number	Description	2017-18	2018-19		
9.1100.112.1120.226.914	Physical Therapists	\$81,517.71	\$77,478.03	\$	(4,039.68)
9.1100.112.2100.226.914	FICA	\$6,236.10	\$5,927.07	\$	(309.04)
9.1100.112.2211.226.914	VRS	\$11,667.43	\$0.00	\$	(11,667.43)
9.1100.112.2750.226.914	HCC	\$879.35	\$0.00	\$	(879.35)
9.1100.112.2300.226.914	Medical Insurance	\$4,400.00	\$6,600.00	\$	2,200.00
9.1100.112.2330.226.914	Dental Insurance	\$268.80	\$403.20	\$	134.40
9.1100.112.2340.226.914	Vision Insurance	\$10.80	\$32.40	\$	21.60
9.1100.112.2411.226.914	Group Life Insurance	\$936.54	\$0.00	\$	(936.54)
9.1100.112.2700.226.914	Workers' Compensation Insurance	\$244.55	\$196.79	\$	(47.76)
9.1100.112.5500.226.914	Travel/Professional Development- mileage, registration costs, train	\$4,750.00	\$4,250.00	\$	(500.00)
9.1100.112.6000.226.914	Materials and Supplies	\$2,500.00	\$2,250.00	\$	(250.00)
Total Budget - Physical Therapy		\$113,411.28	\$97,137.49	\$	(16,273.79)

Direct Bill - SPH		Budget	Proposed Budget	
Account Number	Description	2017-18	2018-19	

9.1100.112.1152.275.914	Therapeutic Assistants	\$	29,127.01	\$	28,855.31	\$	(271.70)
9.1100.112.1155.275.914	Behavioral/Personal Care Assistant	\$	64,003.91	\$	61,490.90	\$	(2,513.01)
9.1100.112.1159.275.914	Interpreter/Intervener	\$	21,947.34	\$	21,947.34	\$	-
9.1100.112.1620.275.914	Supplement	\$	2,000.00	\$	2,000.00	\$	-
9.1100.112.2100.275.914	FICA	\$	8,879.99	\$	8,743.46	\$	(136.53)
9.1100.112.2211.275.914	VRS	\$	18,780.77	\$	17,607.63	\$	(1,173.14)
9.1100.112.2750.275.914	HCC	\$	1,415.46	\$	1,347.52	\$	(67.94)
9.1100.112.2300.275.914	Medical Insurance	\$	28,500.00	\$	30,000.00	\$	1,500.00
9.1100.112.2330.275.914	Dental Insurance	\$	2,016.00	\$	2,016.00	\$	-
9.1100.112.2340.275.914	Vision Insurance	\$	162.00	\$	162.00	\$	-
9.1100.112.2411.275.914	Group Life Insurance	\$	1,507.53	\$	1,471.05	\$	(36.48)
9.1100.112.2710.275.914	Workers' Compensation Insurance	\$	1,507.53	\$	290.31	\$	(1,217.22)
9.1100.112.3000.275.914	Contracted Services	\$	20,000.00	\$	20,000.00	\$	-
Total Budget - Direct Bill		\$	199,847.53	\$	195,931.51	\$	(3,916.02)
TOTAL BUDGET EXPENDITURE			\$3,768,784.71		\$3,764,857.94	\$	(3,926.77)

LAUREL Regional Program Meeting

May 2, 2018

Board Members Present: Ms. Priscilla Liggon, Ms. Cynthia Hall, Ms. Julie Bennington, Dr. Scott Miller, Ms. Sharon Carter

Administrators Present: Dr. Steven Nichols, Mr. James Gallagher, Ms. Beth Haight, Ms. Sara Staton, Dr. Nick Pontius, Mr. Wyllys VanDerwerker

Others Present: Mr. Anthony Beckles, Dr. Donna Lewis, Ms. Susan Landis

Call To Order:

On May 2, 2018 at 10:03 a.m. the LAUREL Regional Program Board met for their board meeting. A quorum was present.

Board and Administrators said the Pledge led by a LAUREL student.

I. Motion to approve or amend the Agenda

MOTION to approve or amend the agenda for the May 2, 2018 Board Meeting was made by Ms. Julie Bennington and SECONDED by Ms. Sharon Carter.

Yes Votes: Ms. Priscilla Liggon, Ms. Cynthia Hall, Dr. Scott Miller

No Votes: None

Abstentions: None

II. ACTION ITEMS:

A. Approval of Minutes from the February 7, 2018 Board Meeting

MOTION to approve the LAUREL Program Minutes from the February 7, 2018 meeting was made by Dr. Scott Miller and SECONDED by Ms. Sharon Carter.

Yes Votes: Ms. Priscilla Liggon, Ms. Cynthia Hall, Ms. Julie Bennington

No Votes: None

Abstentions: None

B. Consideration of Deducting Each Locality's Share of the Projected Deficit from Their Distribution of Excess Fund Balance for FY ending June 30, 2017.

Julie Bennington made the motion the consideration to an action item and Ms. Sharon Carter seconded the motion.

Dr. Lewis explained that the Special Ed Directors for each Division submit to her the projected number of students who will be attending LAUREL. The total projected number of students from all the Divisions is then used in the rate setting package that determines the rate per student. Dr. Lewis explained because the number of students is lower than what was projected by the Special Ed Directors revenue is down and has caused a deficit. The deficit is not due to overspending.

Dr. Lewis went over the information that was given to all the Division Financial Directors and included in the board packets.

Mr. Beckles stated that he has heard from all the Division Financial Directors and they all have choose option 2. Deduct each locality's share of the projected deficit from their distribution of excess fund balance for FY ending June 30, 2017.

The board would like Dr. Lewis to have a report each month that shows the enrollment and if there is a gain or loss each month.

MOTION to approve the LAUREL Program deducting each locality's share of the projected deficit from their distribution of excess fund balance for FY ending June 30, 2017 was made by Ms. Julie Bennington and SECONDED by Ms. Sharon Carter.

Yes Votes: Ms. Priscilla Liggon, Ms. Cynthia Hall, Dr. Scott Miller

No Votes: None

Abstentions: None

C. Consideration of Approving Payment of Accounts by Fiscal Agent

Dr. Lewis stated that the financials were just received that morning and there was no time to review prior to the Board meeting. Dr. Lewis explained that LCS has a new financial database. Mr. Beckles stated that the LCS Finance Department is still working getting all the information transferred from the old data base into the new. He did say that the information for the financials had to be inputted manually for the board meeting. Dr. Lewis stated the expenses for LAUREL have stayed within the 2017 2018 budget. There was some discussion whether there should be a vote approving payment of Accounts. Dr. Nichols stated that there have been no issues the last 2 years as in years prior to those.

MOTION to approve the Payment of Accounts as presented was made by Dr. Scott Miller and SECONDED by Ms. Sharon Carter.

Yes Votes: Ms. Priscilla Liggon, Ms. Cynthia Hall, Ms. Julie Bennington
No Votes: None
Abstentions: None

D. Approval of the 2018-2019 Budget

Dr. Lewis presented a LAUREL Proposed 2018-2019 Budget presentation. Included in the presentation Dr. Lewis shared the Special Ed Directors feel there is a need for another Autism class. LAUREL will be decreasing the number of classrooms from 11 to 10. There will be 3 Autism classrooms and the other 7 will have students with Autism but do not have to be included in the 3 Autism classrooms.

Mr. Gallagher stated the Division Special Ed Directors have projected an increase of 8 students that need to be in 1 of the 3 Autism classrooms. As of May 2, 2018 the projected number of students who will be attending LAUREL in the fall is 54, this includes the 8 projected students.

Dr. Lewis stated that LAUREL received the RBT Grant from Commonwealth Autism. LAUREL will have 5 staff members attending the training and the Divisions will all have slots to send some of their staff.

MOTION to approve the 2018-2019 Budget was made by Ms. Julie Bennington and SECONDED by Ms. Cynthia Hall.

Yes Votes: Ms. Priscilla Liggon, Dr. Scott Miller, Ms. Sharon Carter
No Votes: None
Abstentions: None

E. Approval of the 2018-2019 Calendar

MOTION to approve the 2018-2019 Calendar made by Ms. Julie Bennington SECONDED by Ms. Sharon Carter.

Yes Votes: Ms. Priscilla Liggon, Ms. Cynthia Hall, Dr. Scott Miller
No Votes: None
Abstentions: None

F. Consideration of the Personnel Report

Each Board Member was given a Personnel Report that reflects changes from February 1, 2018 to April 25, 2018.

MOTION to approve the Personnel Report was made by Ms. Julie Bennington and SECONDED by Ms. Cynthia Hall.

Yes Votes: Ms. Priscilla Liggon, Dr. Scott Miller, Ms. Sharon Carter
No Votes: None
Abstentions: None

III. INFORMATION ITEMS

A. Board Members

AMHERST: Ms. Liggon stated Amherst is looking for a new Superintendent and at this time they are in the offering stages. So they are in hopes that they will soon have their new Superintendent hired. Amherst has approved their 2018-2019 Budget.

APPOMATTOX: Ms. Hall stated that Appomattox is also looking for a new Superintendent and at this time they are also in the offering stages. Appomattox hopes to have their new Superintendent hired soon.

BEDFORD: Ms. Bennington stated last day of school for Bedford County is May 25th with Graduation being held on May 26th.

CAMPBELL: Dr. Miller stated everything is good in Campbell County and that their budget for the upcoming school year has passed. There will be a 2% salary increase for teachers, 1% for other staff member and Bus drivers will receive a raise to try to prevent them from leaving Campbell County for hirer pay in the other counties.

LCS: Ms. Carter is pleased to say Dr. Crystal Edwards has been hired as Superintendent for Lynchburg City Schools and started on April 1. The LCS Board has stated that there will not be a pay raise for the 2018-2019 school year.

B. Regional Council Representative

Mr. Jim Gallagher

Mr. Gallagher reviewed the minutes from the April 17, 2018 LAUREL Advisory Committee meeting. Mr. Gallagher did state that all Division Special Ed Directors need to speak with their CFO's regarding the distribution of fund balances.

C. Superintendent –in-Charge Comments

Dr. Steven Nichols

Dr. Nichols stated that this was the end of his second year. Since Appomattox will be hiring a new Superintendent he recommends Bedford to

be the next Division in charge. Ms. Staton stated that Dr. Schuch and Dr. Johnson have spoken regarding this and they will come to a conclusion which Division will be the next in charge.

Dr. Lewis thanked Dr. Nichols for all his help and support that he has given to her and the board the past 2 years. She presented him with a gift of appreciation.

D. LAUREL Updates

1. Enrollment Report

Dr. Lewis shared with the Board, LAUREL has 52 center based students and 82 non-center based students for a total enrollment of 134 students.

2. 2016-2017 Audit Report

The 2016-2017 Audit Report was included in the Board packets. Dr. Lewis shared it was a clean audit with no findings. Mr. Beckles also affirmed that the audit was clean and no findings.

3. LAUREL Updates

Dr. Lewis reviewed the LAUREL Program Updates and Reminders report that was included in Board packets.

LAUREL Graduation is being held on Tuesday, May 29th at 7:00 pm and Ms. Priscilla Liggon has agreed to be the Graduation speaker.

4. Dates for LAUREL Board Meeting for 2018-2019

A listing of dates for the LAUREL Board Meeting for 2018-2019 school year was included in the Board packets.

IV. NEXT MEETING

Wednesday, August 1, 2018 at 10:00 A.M

V. ADJOURNMENT

MOTION to adjourn the meeting was made by Ms. Sharon Carter and
SECONDED by Ms. Cynthia Hall.

Yes Votes: Ms. Priscilla Liggon, Ms. Julie Bennington, Dr. Scott Miller

No Votes: None

Abstentions: None

TIME: 11:31 AM

Ms. Priscilla Liggon, Chairperson
2017-2018 School Year

Dr. Donna Lewis, Director

Agenda Report

Date: 10/02/18

Agenda Number: I-10

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Central Virginia Governor's School for Science and Technology: 2018-19 Budget

Summary/Description:

The Lynchburg City School Board serves as fiscal agent for the Central Virginia Governor's School for Science and Technology. The governing board of the school has approved its 2018-19 operating budget in the amount of \$1,112,250, which represents a decrease of \$25,000 over the prior year budget of \$1,137,250. All funds expended at the school are totally reimbursable from participating school divisions and state funds as listed on the attached budget. School divisions supporting this program are Amherst County Schools, Appomattox County Schools, Bedford County Schools, Campbell County Schools and Lynchburg City Schools.

Provided below is the financial impact summary for the Lynchburg City Schools:

	2017-18	2018-19
Student Tuition	\$4,700	\$4,700
Number of Students	32	32
Total Tuition	\$150,400	\$150,400

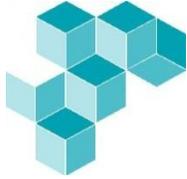
Lynchburg City Schools has a total of 42 slots available for students to attend the Central Virginia Governor's School. In addition to the 32 students listed above, we have a 2 additional non-resident student attending that pay their own tuition. We also receive 10 students attending at no charge as a result of the Heritage High School rental agreement that was entered into on September 24, 2014.

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

Recommendation:

The superintendent recommends that the school board authorize the school administration to act as fiscal agent for the Central Virginia Governor's School for Science and Technology and to administer its 2018-19 budget in the amount of \$1,112,250.

	REVENUE	2017-18	2018-19	DIFF
8.0000.000.0380.400.715	GOVERNOR'S SCHOOL (STATE @135)	385,000	360,000	(25,000)
8.0000.000.0386.400.715	OTHER STATE FUNDS (TECH GRANT)	26,000	26,000	0
8.0000.000.0719.400.715	TUITION FM OTH CO/CY (4700 x 125)	587,500	587,500	0
8.0000.000.0720.400.715	OTH PMT OTH (CVCC 75% REIMB)	138,750	138,750	0
	TOTAL REVENUE	1,137,250	1,112,250	(25,000)
	EXPENSE	2017-18	2018-19	DIFF
8.1100.304.1120.400.715	SALARIES TEACHERS	403,230	382,767	(20,464)
8.1100.304.1520.400.715	SALARIES SUBSTITUTE/OFFICE HELP	6,000	6,000	0
8.1100.304.1620.400.715	SALARIES TEACHER SUPPLEMENTS	28,174	26,389	(1,784)
8.1100.304.2100.400.715	FICA	33,461	31,759	(1,702)
8.1100.304.2211.400.715	VRS PROF (INSTR)	70,405	66,774	(3,631)
8.1100.304.2300.400.715	HMP (HOSPITAL/MEDICAL) (INSTR)	33,800	40,500	6,700
8.1100.304.2330.400.715	DENTAL INSURANCE (INSTR)	2,184	2,184	0
8.1100.304.2340.400.715	VISION INSURANCE (INSTR)	176	176	0
8.1100.304.2411.400.715	GROUP LIFE PROF (INSTR)	5,651	5,360	(291)
8.1100.304.2700.400.715	WORKMAN'S COMP (INSTR)	1,486	1,425	(61)
8.1100.304.2750.400.715	RETIREE HEALTH CREDIT (VRS-PROF)	5,306	5,033	(274)
8.1100.304.2820.400.715	TUITION REIMBURSEMENT	10,000	10,000	0
8.1100.304.3000.400.715	PURCHASED SERVICES (CVCC & SEM)	205,000	205,000	0
8.1100.304.5200.400.715	COMMUNICATIONS (INTERNET)	500	500	0
8.1100.304.5500.400.715	TRAVEL (CONF + MILEAGE)	1,000	1,000	0
8.1100.304.5800.400.715	MISC (MEALS, LODGING, & DUES)	1,000	1,000	0
8.1100.304.6000.400.715	MATERIALS & SUPPLIES (CONSUME)	10,000	10,000	0
8.1100.304.6008.400.715	VEH & POWER EQUIP- FUEL	500	500	0
8.1100.304.6009.400.715	VEH & POWER EQUIP- SUPPLY	500	500	0
8.1100.304.6020.400.715	TEXTBOOKS AND WORKBOOKS	3,000	3,000	0
8.1100.304.6030.400.715	INSTR MATERIALS (NON-CONSUME)	7,500	7,500	0
8.1100.304.8200.400.715	CAPITAL OUTLAY ADDITION	3,000	3,000	0
8.1310.304.2834.400.715	TERMINAL PAY-VACATION	2,500	2,500	0
8.1310.304.2835.400.715	TERMINAL PAY-SICK	2,500	2,500	0
8.1320.304.5400.400.715	LEASES & RENTALS (XEROX COPIER)	3,000	3,000	0
8.1410.304.1126.400.715	SALARIES PRINCIPALS	54,195	53,664	(531)
8.1410.304.1150.400.715	SALARIES OFFICE	45,107	46,179	1,072
8.1410.304.1620.400.715	SALARIES SUPPLEMENTAL	2,500	0	(2,500)
8.1410.304.2100.400.715	FICA (ADMIN)	7,597	7,638	41
8.1410.304.2211.400.715	VRS PROFESSIONAL (ADMIN)	16,206	16,294	88



**Central Virginia Governor's School
Governing Board Meeting Minutes
Wednesday, May 2, 2018, 1:00 pm
DRAFT**

This meeting of the Governing Board of the Central Virginia Governor's School for Science and Technology (CVGS) was held in the Conference Room of the Governor's School.

Governing Board members in attendance included Jennifer Cumby (Amherst County Public Schools), John Hicks (Bedford County Public Schools), and Barbara Rypkema (Campbell County Public Schools).

Others in attendance were Brendon Albôn (Amherst County Public Schools), Annette Bennett (Appomattox County Public Schools), Sara Danaher (Bedford County Public Schools), Bobby Johnson (Campbell County Public Schools), James Rinella (Campbell County Public Schools), Heather Boyles (Lynchburg City Schools), Steve Smith (CVGS), and Kim McMillan (CVGS).

1. Call to order

Ms. Cumby called the meeting to order at 1:03 pm.

2. Approval of meeting agenda

Dr. Hicks made a motion to approve the agenda; Ms. Rypkema seconded the motion, and it was approved by the Board.

3. Recommendation for approval of the minutes of the March 28, 2018, meeting

Dr. Hicks made a motion to approve the minutes of the March 28, 2018, meeting; Ms. Rypkema seconded the motion, and it was approved by the Board.

4. Review of monthly financial report (Attachment A.i.)

Dr. Smith indicated that all revenue and expenditures were in alignment with projections at this time.

The financial report is in a different format due to the transition to the new software.

Dr. Smith noted that there could be a change in the future with the reimbursement from the Central Virginia Community College (CVCC). Currently CVGS pays tuition to CVCC for the dual enrollment classes. Then in the spring or early summer CVCC refunds 75% of this tuition to CVGS. This process could be changing to a flat fee of \$50 per student per credit.

5. Approval of 2018-19 CVGS Budget (Attachment A.ii.)

The draft budget was created using the minimum predicted funds from the state. The draft budget for FY19 is \$25,000 less than the 2017-18 Budget.

Dr. Hicks made a motion to approve the 2018-19 CVGS Budget; Ms. Rypkema seconded the motion, and it was approved by the Board.

6. Update on state funding

The state budget has not been approved yet.

7. Items of Information**A. Recent Events**

- i. CVGS hosted two Middle School Days. One on Friday, March 23, 2018, and one on Friday, March 30, 2018.
- ii. Final exams were on April 10 & 12, 2018.
- iii. The CVGS Foundation Board met at noon on April 11, 2018
- iv. Registration for all new students was held on April 18, 2018.
- v. The Industrial Advisory Board met on April 18 at noon.
- vi. All juniors presented their research at the research symposium at CVGS on April 25, 2018. Each student gave a ten-minute presentation of his or her research.
- vii. CVGS hosted a meeting for the 19 Directors of Governor's Schools in the state of Virginia on April 26, 2018. The Directors group meets several times a year at different locations throughout the state.
- viii. The CVGS faculty met recently to select the first two recipients of the Ann C. Wells Memorial Scholarship. One male and one female will receive this \$10,000 scholarship, renewable for 3 years, for a total of \$40,000 each.

B. Upcoming Events

- i. The Foundation Scholarship Committee will meet and conduct interviews on Friday, April 27, 2018, for the three \$1,000 scholarships.
- ii. Ms. Coghill will take Kate O'Connell (E. C. Glass High School) and Ben McCarthy (E. C. Glass High School) to the National Junior Science and Humanities Symposium on May 2-6 in Baltimore, Maryland.
- iii. The recognition reception is scheduled for May 6, 2018, from 2 pm to 4 pm. Board members and division advocates are encouraged to attend if possible.
- iv. Advanced math students from Jefferson Forest High School are coming for a tour of CVGS on May 8, 2018.
- v. Several CVGS faculty will assist with the Middle School Science Challenge, May 8, 2018, at Randolph College. The science challenge is for 6-8 graders and promotes scientific thinking at middle schools throughout the region.
- vi. Dr. Smith will accompany Chloe Seng (E. C. Glass High School) and Ben McCarthy (E. C. Glass High School) to the International Science and Engineering Fair in Pittsburgh, PA May 13-18.
- vii. On May 15 and 16, the seniors will present their Senior Science Scenario projects at Lynchburg College in Schewel Hall from 7:30 am to 10:10 am. All Board members are invited to attend.
- viii. The last day for student internships is May 18, 2018.
- ix. Fourth grade students from Heritage Elementary are coming to tour the Governor's School on May 18, 2018.
- x. For the first time, CVGS will be offering an optional technology lab for seniors from May 21 – 24.
- xi. The annual Virginia Junior Academy of Science (VJAS) symposium trip will be May 22-24. Ms. Coghill and Dr. Douglass will take 58 CVGS juniors to

Longwood University to present their research. All costs associated with this trip are covered by the Governor's School Foundation. This two-night event costs about \$12,000, the majority of which is the cost to submit student research papers for the competition.

- xii. CVGS will host an end of the year picnic on the last day of school for students on May 25, at Peaks View Park.
- xiii. CVGS will host a breakfast to thank the internship and research mentors on Friday, June 1, 2018, at the Golden Corral.
- xiv. New Student Orientation will be June 6, 7, 8, and August 6, 2018. There will be 69 new juniors and 1 new senior at the Governor's School for 2018-19.
- xv. Teachers return to work on Monday, July 30, 2018.

8. Items from the Board

As there were no further items from the Board, Dr. Hicks made a motion to adjourn at 1:16 pm; Ms. Rypkema seconded the motion, and it was approved by the Board.

**The next Governing Board meeting is scheduled for
Wednesday, August 1, 2018, at 1:00 pm.**

CVGS Income Statement as of April 27, 2018

ACCOUNT NO	ACCOUNT DESCRIPTION	ADJUSTED BUDGET	ENCUMBRANCE	ACTUAL YTD	AVAILABLE BALANCE
8.0000.000.0380.400.715.18	240229 GOVERNOR'S SCHOOL	\$ 385,000.00	\$ -	\$ 304,357.50	\$ 80,642.50
8.0000.000.0386.400.715.18	240299 OTHER STATE FUNDS	\$ 26,000.00	\$ -	\$ -	\$ 26,000.00
8.0000.000.0719.400.715.18	190101 TUIT FM OTH CO/CY	\$ 587,500.00	\$ -	\$ 592,200.00	\$ (4,700.00)
8.0000.000.0720.400.715.18	190102 OTH PMT OTH CO/CY	\$ 138,750.00	\$ -	\$ -	\$ 138,750.00
		\$ 1,137,250.00	\$ -	\$ 896,557.50	\$ 240,692.50
8.1100.304.1120.400.715.18	SALARIES-INSTRUCTIONAL	\$ 403,230.00	\$ 110,875.35	\$ 284,448.80	\$ 7,905.85
8.1100.304.1520.400.715.18	SALARIES-SUBSTITUTES	\$ 6,000.00	\$ -	\$ 6,738.00	\$ (738.00)
8.1100.304.1620.400.715.18	SALARIES - SUPPLEMENTAL	\$ 28,174.00	\$ 7,796.96	\$ 20,376.99	\$ 0.05
8.1100.304.2100.400.715.18	FICA	\$ 33,461.00	\$ 8,449.02	\$ 22,145.41	\$ 2,866.57
8.1100.304.2211.400.715.18	VRS PROFESSIONAL	\$ 70,405.00	\$ 20,948.19	\$ 53,586.93	\$ (4,130.12)
8.1100.304.2300.400.715.18	HMP(HOSPITAL/MEDICAL)PLAN	\$ 33,800.00	\$ 9,601.67	\$ 23,431.39	\$ 766.94
8.1100.304.2330.400.715.18	DENTAL INSURANCE	\$ 2,184.00	\$ 525.00	\$ 1,323.00	\$ 336.00
8.1100.304.2340.400.715.18	VISION INSURANCE	\$ 176.00	\$ 40.88	\$ 103.52	\$ 31.60
8.1100.304.2411.400.715.18	GROUP LIFE - PROFESSIONAL	\$ 5,651.00	\$ 1,681.58	\$ 4,301.62	\$ (332.20)
8.1100.304.2700.400.715.18	WORKER'S COMPENSATION	\$ 1,486.00	\$ -	\$ -	\$ 1,486.00
8.1100.304.2750.400.715.18	RETIREE HEALTH CARE CRDT	\$ 5,306.00	\$ 1,578.92	\$ 4,039.00	\$ (311.92)
8.1100.304.2820.400.715.18	TUITION REIMBURSEMENT	\$ 10,000.00	\$ -	\$ 7,928.50	\$ 2,071.50
8.1100.304.3000.400.715.18	PURCHASED SERVICES	\$ 205,000.00	\$ -	\$ 205,421.00	\$ (421.00)
8.1100.304.5200.400.715.18	COMMUNICATIONS	\$ 500.00	\$ -	\$ 53.95	\$ 446.05
8.1100.304.5500.400.715.18	TRAVEL	\$ 1,000.00	\$ -	\$ 695.00	\$ 305.00
8.1100.304.5800.400.715.18	MISCELLANEOUS	\$ 1,000.00	\$ -	\$ 201.60	\$ 798.40
8.1100.304.6000.400.715.18	MATERIALS & SUPPLIES	\$ 10,000.00	\$ -	\$ 17,008.27	\$ (7,008.27)
8.1100.304.6008.400.715.18	VEH & POWER EQUIP-FUEL	\$ 500.00	\$ 148.91	\$ 151.09	\$ 200.00
8.1100.304.6009.400.715.18	VEH & POWER EQUIP-SUPPLY	\$ 500.00	\$ -	\$ 50.00	\$ 450.00
8.1100.304.6020.400.715.18	TEXTBOOKS AND WORKBOOKS	\$ 3,000.00	\$ -	\$ 64.84	\$ 2,935.16
8.1100.304.6030.400.715.18	INSTRUCTIONAL MATERIALS	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00
8.1100.304.8200.400.715.18	CAPITAL OUTLAY ADDITION	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
		\$ 831,873.00	\$ 161,646.48	\$ 652,068.91	\$ 18,157.61
8.1310.304.2834.400.715.18	TERMINAL PAY-VACATION	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
8.1310.304.2835.400.715.18	TERMINAL PAY-SICK	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
		\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
8.1320.304.5400.400.715.18	LEASES & RENTALS - COPIER	\$ 3,000.00	\$ 392.60	\$ 2,194.72	\$ 412.68

Agenda Report Attachment

ACCOUNT NO	ACCOUNT DESCRIPTION	ADJUSTED BUDGET	ENCUMBRANCE	ACTUAL YTD	AVAILABLE BALANCE
8.1410.304.1126.400.715.18	SALARIES-PRINCIPALS	\$ 54,195.00	\$ 11,069.30	\$ 42,063.34	\$ 1,062.36
8.1410.304.1150.400.715.18	SALARIES-CLERICAL	\$ 45,107.00	\$ 9,443.45	\$ 35,884.97	\$ (221.42)
8.1410.304.1620.400.715.18	SALARIES - SUPPLEMENTAL	\$ 2,500.00	\$ 729.19	\$ 1,770.85	\$ (0.04)
8.1410.304.2100.400.715.18	FICA	\$ 7,597.00	\$ 1,514.69	\$ 5,707.97	\$ 374.34
8.1410.304.2211.400.715.18	VRS PROFESSIONAL	\$ 16,206.00	\$ 3,347.65	\$ 12,721.07	\$ 137.28
8.1410.304.2300.400.715.18	HMP(HOSPITAL/MEDICAL)PLAN	\$ 7,800.00	\$ 1,959.35	\$ 6,535.33	\$ (694.68)
8.1410.304.2330.400.715.18	DENTAL INSURANCE	\$ 504.00	\$ 105.00	\$ 399.00	\$ -
8.1410.304.2340.400.715.18	VISION INSURANCE	\$ 39.00	\$ 8.40	\$ 31.92	\$ (1.32)
8.1410.304.2411.400.715.18	GROUP LIFE - PROFESSIONAL	\$ 1,301.00	\$ 268.70	\$ 1,021.06	\$ 11.24
8.1410.304.2750.400.715.18	RETIREE HEALTH CARE CRDT	\$ 1,221.00	\$ 252.30	\$ 958.74	\$ 9.96
8.1410.304.3000.400.715.18	PURCHASED SERVICES	\$ 3,000.00	\$ 184.50	\$ 251.00	\$ 2,564.50
8.1410.304.5000.400.715.18	OTHER CHARGES	\$ 1,000.00	\$ -	\$ 155.76	\$ 844.24
8.1410.304.5200.400.715.18	COMMUNICATIONS	\$ 500.00	\$ -	\$ 432.02	\$ 67.98
8.1410.304.5300.400.715.18	INSURANCE	\$ 500.00	\$ -	\$ 311.57	\$ 188.43
8.1410.304.5500.400.715.18	TRAVEL	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
8.1410.304.5800.400.715.18	MISCELLANEOUS	\$ 2,000.00	\$ -	\$ 1,100.00	\$ 900.00
8.1410.304.6000.400.715.18	MATERIALS & SUPPLIES	\$ 5,000.00	\$ -	\$ 3,393.63	\$ 1,606.37
		\$ 153,470.00	\$ 28,882.53	\$ 112,738.23	\$ 11,849.24
8.2140.304.3000.400.715.18	PURCHASED SERVICES	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
8.4200.304.1180.400.715.18	SALARIES-LABORER	\$ 26,455.00	\$ 5,619.35	\$ 21,314.56	\$ (478.91)
8.4200.304.1280.400.715.18	OT - LABORERS	\$ 1,000.00	\$ -	\$ 746.44	\$ 253.56
8.4200.304.2100.400.715.18	FICA	\$ 2,100.00	\$ 380.25	\$ 1,509.94	\$ 209.81
8.4200.304.2212.400.715.18	VRS NON-PROFESSIONAL	\$ 1,881.00	\$ 352.35	\$ 1,338.93	\$ 189.72
8.4200.304.2300.400.715.18	HMP(HOSPITAL/MEDICAL)PLAN	\$ 5,200.00	\$ 1,128.35	\$ 3,763.57	\$ 308.08
8.4200.304.2330.400.715.18	DENTAL INSURANCE	\$ 200.00	\$ 70.00	\$ 266.00	\$ (136.00)
8.4200.304.2340.400.715.18	VISION INSURANCE	\$ 24.00	\$ 5.20	\$ 19.76	\$ (0.96)
8.4200.304.2412.400.715.18	GROUP LIFE - NON-PROF	\$ 349.00	\$ 73.60	\$ 279.68	\$ (4.28)
8.4200.304.2700.400.715.18	WORKER'S COMPENSATION	\$ 561.00	\$ -	\$ -	\$ 561.00
8.4200.304.3000.400.715.18	PURCHASED SERVICES	\$ -	\$ -	\$ 394.00	\$ (394.00)
8.4200.304.5200.400.715.18	COMMUNICATIONS	\$ 10,000.00	\$ -	\$ 3,750.00	\$ 6,250.00
8.4200.304.5300.400.715.18	INSURANCE	\$ 6,000.00	\$ -	\$ 6,609.60	\$ (609.60)
8.4200.304.5400.400.715.18	LEASES & RENTALS	\$ 43,000.00	\$ -	\$ 43,000.00	\$ -
8.8100.304.8200.400.715.18	CAPITAL OUTLAY ADDITION	\$ 45,137.00	\$ -	\$ 16,565.09	\$ 28,571.91
		\$ 141,907.00	\$ 7,629.10	\$ 99,557.57	\$ 34,720.33
	Total Expenditures	\$ 1,137,250.00	\$ 9,638.85	\$ 177,054.14	\$ 69,666.01

	REVENUE	2017-18	2018-19	DIFF
8.0000.000.0380.400.715	GOVERNOR'S SCHOOL (STATE @135)	385,000	360,000	(25,000)
8.0000.000.0386.400.715	OTHER STATE FUNDS (TECH GRANT)	26,000	26,000	0
8.0000.000.0719.400.715	TUITION FM OTH CO/CY (4700 x 125)	587,500	587,500	0
8.0000.000.0720.400.715	OTH PMT OTH (CVCC 75% REIMB)	138,750	138,750	0
	TOTAL REVENUE	1,137,250	1,112,250	(25,000)
	EXPENSE	2017-18	2018-19	DIFF
8.1100.304.1120.400.715	SALARIES TEACHERS	403,230	382,767	(20,464)
8.1100.304.1520.400.715	SALARIES SUBSTITUTE/OFFICE HELP	6,000	6,000	0
8.1100.304.1620.400.715	SALARIES TEACHER SUPPLEMENTS	28,174	26,389	(1,784)
8.1100.304.2100.400.715	FICA	33,461	31,759	(1,702)
8.1100.304.2211.400.715	VRS PROF (INSTR)	70,405	66,774	(3,631)
8.1100.304.2300.400.715	HMP (HOSPITAL/MEDICAL) (INSTR)	33,800	40,500	6,700
8.1100.304.2330.400.715	DENTAL INSURANCE (INSTR)	2,184	2,184	0
8.1100.304.2340.400.715	VISION INSURANCE (INSTR)	176	176	0
8.1100.304.2411.400.715	GROUP LIFE PROF (INSTR)	5,651	5,360	(291)
8.1100.304.2700.400.715	WORKMAN'S COMP (INSTR)	1,486	1,425	(61)
8.1100.304.2750.400.715	RETIREE HEALTH CREDIT (VRS-PROF)	5,306	5,033	(274)
8.1100.304.2820.400.715	TUITION REIMBURSEMENT	10,000	10,000	0
8.1100.304.3000.400.715	PURCHASED SERVICES (CVCC & SEM)	205,000	205,000	0
8.1100.304.5200.400.715	COMMUNICATIONS (INTERNET)	500	500	0
8.1100.304.5500.400.715	TRAVEL (CONF + MILEAGE)	1,000	1,000	0
8.1100.304.5800.400.715	MISC (MEALS, LODGING, & DUES)	1,000	1,000	0
8.1100.304.6000.400.715	MATERIALS & SUPPLIES (CONSUME)	10,000	10,000	0
8.1100.304.6008.400.715	VEH & POWER EQUIP- FUEL	500	500	0
8.1100.304.6009.400.715	VEH & POWER EQUIP- SUPPLY	500	500	0
8.1100.304.6020.400.715	TEXTBOOKS AND WORKBOOKS	3,000	3,000	0
8.1100.304.6030.400.715	INSTR MATERIALS (NON-CONSUME)	7,500	7,500	0
8.1100.304.8200.400.715	CAPITAL OUTLAY ADDITION	3,000	3,000	0
8.1310.304.2834.400.715	TERMINAL PAY-VACATION	2,500	2,500	0
8.1310.304.2835.400.715	TERMINAL PAY-SICK	2,500	2,500	0
8.1320.304.5400.400.715	LEASES & RENTALS (XEROX COPIER)	3,000	3,000	0
8.1410.304.1126.400.715	SALARIES PRINCIPALS	54,195	53,664	(531)
8.1410.304.1150.400.715	SALARIES OFFICE	45,107	46,179	1,072
8.1410.304.1620.400.715	SALARIES SUPPLEMENTAL	2,500	0	(2,500)
8.1410.304.2100.400.715	FICA (ADMIN)	7,597	7,638	41
8.1410.304.2211.400.715	VRS PROFESSIONAL (ADMIN)	16,206	16,294	88

EXPENDITURE		2017-18	2018-19	DIFF
8.1410.304.2300.400.715	HMP (HOSPITAL/MEDICAL) (ADMIN)	7,800	7,800	0
8.1410.304.2330.400.715	DENTAL INSURANCE (ADMIN)	504	504	0
8.1410.304.2340.400.715	VISION INSURANCE (ADMIN)	39	39	0
8.1410.304.2411.400.715	GROUP LIFE (ADMIN)	1,301	1,308	7
8.1410.304.2750.400.715	RETIREE HEALTH CREDIT (ADMIN)	1,221	1,228	7
8.1410.304.3000.400.715	PURCHASED SERVICES	3,000	3,000	0
8.1410.304.5000.400.715	OTHER CHARGES	1,000	1,000	0
8.1410.304.5200.400.715	COMMUNICATIONS (POSTAGE)	500	500	0
8.1410.304.5300.400.715	INSURANCE (BONDING)	500	500	0
8.1410.304.5500.400.715	TRAVEL (CONF FEES + MILEAGE)	5,000	5,000	0
8.1410.304.5800.400.715	MISC (MEALS, LODGING, DUES)	2,000	2,000	0
8.1410.304.6000.400.715	MATERIALS & SUPPLIES (CONSUME)	5,000	5,000	0
8.2140.304.3000.400.715	PURCHASED SERVICES (IN-SERVICE)	2,000	2,000	0
8.4200.304.1180.400.715	SALARIES CUSTODIAL	26,454	26,719	265
8.4200.304.1280.400.715	OT-CUSTODIAL	1,000	1,000	0
8.4200.304.2100.400.715	FICA (CUSTODIAL)	2,100	2,121	20
8.4200.304.2212.400.715	VRS NON PROF (CUSTODIAL)	1,881	1,862	(18)
8.4200.304.2300.400.715	HMP (HOSP/MEDICAL) (CUSTODIAL)	5,200	5,200	0
8.4200.304.2330.400.715	DENTAL INSURANCE (CUSTODIAL)	200	200	0
8.4200.304.2340.400.715	VISION INSURANCE (CUSTODIAL)	24	24	0
8.4200.304.2412.400.715	GROUP LIFE NON-PROF (CUSTODIAL)	349	346	(3)
8.4200.304.2700.400.715	WORKER'S COMP (CUSTODIAL)	561	555	(6)
8.4200.304.5200.400.715	COMMUNICATIONS (LICENSES)	10,000	10,000	0
8.4200.304.5300.400.715	INSURANCE (ERRORS & OMISSIONS)	6,000	6,000	0
8.4200.304.5400.400.715	LCS ANNUAL PAYMENT	43,000	43,000	0
8.8100.304.8200.400.715	CAPITAL OUTLAY (INSTRUCT TECH)	45,137	43,202	(1,935)
TOTAL EXPENDITURE		1,137,250	1,112,250	(25,000)

EXPENDITURE		2017-18	2018-19	DIFF
8.1410.304.2300.400.715	HMP (HOSPITAL/MEDICAL) (ADMIN)	7,800	7,800	0
8.1410.304.2330.400.715	DENTAL INSURANCE (ADMIN)	504	504	0
8.1410.304.2340.400.715	VISION INSURANCE (ADMIN)	39	39	0
8.1410.304.2411.400.715	GROUP LIFE (ADMIN)	1,301	1,308	7
8.1410.304.2750.400.715	RETIREE HEALTH CREDIT (ADMIN)	1,221	1,228	7
8.1410.304.3000.400.715	PURCHASED SERVICES	3,000	3,000	0
8.1410.304.5000.400.715	OTHER CHARGES	1,000	1,000	0
8.1410.304.5200.400.715	COMMUNICATIONS (POSTAGE)	500	500	0
8.1410.304.5300.400.715	INSURANCE (BONDING)	500	500	0
8.1410.304.5500.400.715	TRAVEL (CONF FEES + MILEAGE)	5,000	5,000	0
8.1410.304.5800.400.715	MISC (MEALS, LODGING, DUES)	2,000	2,000	0
8.1410.304.6000.400.715	MATERIALS & SUPPLIES (CONSUME)	5,000	5,000	0
8.2140.304.3000.400.715	PURCHASED SERVICES (IN-SERVICE)	2,000	2,000	0
8.4200.304.1180.400.715	SALARIES CUSTODIAL	26,454	26,719	265
8.4200.304.1280.400.715	OT-CUSTODIAL	1,000	1,000	0
8.4200.304.2100.400.715	FICA (CUSTODIAL)	2,100	2,121	20
8.4200.304.2212.400.715	VRS NON PROF (CUSTODIAL)	1,881	1,862	(18)
8.4200.304.2300.400.715	HMP (HOSP/MEDICAL) (CUSTODIAL)	5,200	5,200	0
8.4200.304.2330.400.715	DENTAL INSURANCE (CUSTODIAL)	200	200	0
8.4200.304.2340.400.715	VISION INSURANCE (CUSTODIAL)	24	24	0
8.4200.304.2412.400.715	GROUP LIFE NON-PROF (CUSTODIAL)	349	346	(3)
8.4200.304.2700.400.715	WORKER'S COMP (CUSTODIAL)	561	555	(6)
8.4200.304.5200.400.715	COMMUNICATIONS (LICENSES)	10,000	10,000	0
8.4200.304.5300.400.715	INSURANCE (ERRORS & OMISSIONS)	6,000	6,000	0
8.4200.304.5400.400.715	LCS ANNUAL PAYMENT	43,000	43,000	0
8.8100.304.8200.400.715	CAPITAL OUTLAY (INSTRUCT TECH)	45,137	43,202	(1,935)
TOTAL EXPENDITURE		1,137,250	1,112,250	(25,000)

Agenda Report

Date: 10/02/18

Agenda Number: I-11

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: XLR8 STEM Academy Budget: 2018-19

Summary/Description:

The Lynchburg City School Board serves as the fiscal agent for the XLR8 STEM Academy. The governing board of the school has approved its 2018-19 operating budget in the amount of \$310,150, which represents an increase of \$11,350 from the 2017-18 approved budget.

Funds expended at the XLR8 STEM Academy are totally reimbursable from participating school divisions and through grants or donations. School divisions which are members of the regional program are Amherst County Public Schools, Appomattox County Public Schools, Bedford County Public Schools, Campbell County Public Schools, and Lynchburg City Schools.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board authorize the school administration to act as fiscal agent for the XLR8 STEM Academy and to administer their 2017-18 budget in the amount of \$310,150.

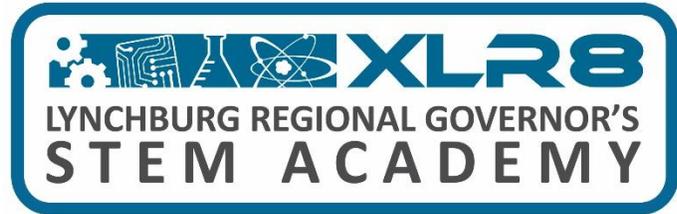
Agenda Report Attachment

Item: I-11

		2018-2019
Revenue Accounts		(51 students)
Number	Title/Purpose	<u>Budgeted Amount</u>
6.0000.000.0700.526.010	Misc Revenue/Sponsorships	\$ 10,000.00
6.0000.000.0705.526.010	Special Pupil Fees	\$ 2,550.00
6.0000.000.0712.526.010	Donations - Unrestricted	\$ 15,000.00
6.0000.000.0712.526.010	Donations- Restricted	\$ 1,800.00
6.0000.000.0712.526.010	Donations- Scholarships	\$ 10,800.00
6.0000.000.0719.526.010	Tuition From County/City	\$ 270,000.00
	Total Revenue	\$ 310,150.00
Expense Accounts		<u>Budgeted Amount</u>
Number	Title/Purpose	
6.1100.307.3000.526.010	Purchased Services - Dual Enrollment Costs	\$ 170,000.00
6.1100.307.3000.526.010B	Purchased Services - PLTW Fee	\$ 1,750.00
6.1100.307.3000.526.010C	Travel - Student Bussing Costs	\$ 200.00
6.1100.307.5200.526.010	Communications	\$ 100.00
6.1100.307.5300.526.010	Insurance	\$ 7,000.00
6.1100.307.5800.526.010	Miscellaneous - Student Costs	\$ 375.00
6.1100.307.6000.526.010	Materials and Supplies for Students	\$ 721.00
6.1100.307.6030.526.010	Instructional Materials for Students	\$ 500.00
6.1100.307.6040.526.010	Tech Software - Website /APP Subscription	\$ 1,620.00
6.1410.307.1130.526.010	Director Salaries - Other Prof	\$ 70,154.00
6.1410.307.1150.526.010	Clerical Salaries	\$ 15,337.00
6.1410.307.2100.526.010	FICA	\$ 6,815.00
6.1410.307.2211.526.010	VRS Professional	\$ 11,001.00
6.1410.307.2300.526.010	HMP (Hospital/Medical) Plan	\$ 6,625.00
6.1410.307.2330.526.010	Dental Insurance	\$ 336.00
6.1410.307.2340.526.010	Vision Insurance	\$ 27.00
6.1410.307.2411.526.010	Group Life - Professional	\$ 920.00
6.1410.307.2700.526.010	Worker's Compensation	\$ 227.00
6.1410.307.2750.526.010	Retiree Health Care Credit	\$ 842.00
6.1410.307.5500.526.010	Travel- Admin/Teachers	\$ 100.00
6.1410.307.6002.526.010	Food	\$ 100.00
6.5000.307.3000.526.010	Purchased Services for Events	\$ 6,000.00
6.5000.307.6000.526.010	Materials and Supplies for Events	\$ 4,000.00
	Total Expenditures	\$ 304,750.00
		\$ 5,400.00
Fund Balance 2013-2014		\$ 1,084.91
Fund Balance 2014-2015		\$ 8,614.76
Fund Balance 2015-2016		\$ 12,409.44
Fund Balance 2016-2017		\$ 5,454.40
Fund Balance 2017-2018		\$ 5,000.00
TOTAL Fund Balance		\$ 32,563.51

XLR8 STEM Academy Board Meeting Minutes

May 29, 2018



Present: Susan Cash, Dr. John Hicks, Mark Epperson, Sarah Danaher, Dr. Robert Brennan, Dr. Doug Schuch, Dr. Wendy Hageman-Smith, Dr. James Rinella,

Absent: Mary Mays, Maria Jaeger, Mike Henderson, Annette Bennett

1. **Call to Order**

Dr. John Hicks called the meeting to order at 1:01 pm.

2. **Review of Meeting Minutes from 3/20/2018**

Minutes from the meeting held on March 20, 2018 were presented and reviewed. Dr. Wendy Hageman-Smith made a motion to accept the minutes as written, Mark Epperson seconded the motion and the motion passed.

3. **Director's Report (copy attached)**

Susan presented the Director's report beginning with an update on enrollment for the 2018-2019 school year. The senior class had 23 returning students and 1 of the 2 open slots are currently open. We are currently accepting applications from Bedford County to fill the open slot. The junior class currently has one open slot from Bedford County and we are currently accepting applications for that slot as well. Sarah Danaher and I will review the applications on May 31st and make our offers of admission at that time.

Graduation 2018

Twenty-five (25) STEM Academy senior students finished classes at the STEM Academy and were eligible to graduate from Central VA Community College. Graduation ceremonies for CVCC were held on May 10th, 2018 and at that time **22 Career Studies Certificates in Engineering Fundamentals, 7 Career Studies Certificates in Health Science Fundamentals, 11 Career Studies Certificates in Mechatronics Fundamentals, 2 Career Studies Certificates in Cyber Security Fundamentals and 2 Associates of Arts and Science in General Studies** were conferred to the members of the STEM Academy class of 2018.

Senior Internship Lunch

The twenty-five (25) senior students from XLR8- Lynchburg Regional Governor's STEM Academy presented their internship experience with regional industry mentors followed by a luncheon on Wednesday, April 25th, 2018

from 8:00 am to 11:30 am. The event was held at Central VA Community College in the multipurpose room in Merritt Hall. Invited attendees included STEM Academy students and their families, corporate internship hosts and mentors, STEM Academy Partnership Team members, STEM Academy Board members, representatives from all five school divisions, STEM Academy instructors, local and state legislators, and members of the CVCC Administrative Team.

Student Internship Sponsors for the internship experience included: AECOM, AIT, AMG, Inc., AMTI, Centra Health, Centra PACE, Delta Star, Framatome, Harris Corp., Liberty Aeronautics, Master Engineers and Designer's, Inc., Moore's Electric, Sharptop Co., Stone Blue Productions, and Swissomation. Each student gave a 5-7 minute presentation summarizing their internship experience with their corporate sponsor. Lunch followed the completion of the presentations.

Mr. Clay Richardson, Project Manager, Uranium Recovery and Specialty Fuel Fabrication, BWXT was our corporate speaker following the luncheon. Students also received their XLR8 STEM Academy graduation honor cords which they will be able to wear during their graduation from CVCC and their high school graduation.

Senior Awards Dinner

The XLR8-Lynchburg Regional Governor's STEM Academy celebrated the graduation of the twenty-five (25) members of the senior class of students on Tuesday, May 15th, 2018 at 6:00 pm. The event was held at Central VA Community College in the multipurpose room in Merritt Hall. Invited attendees included STEM Academy students and parents, STEM Academy Partnership Team members, STEM Academy Board Members, members of the XLR8 faculty and invited guests.

The twenty-five students were recognized for earning a career studies certificates in their specialty area and their Associate of Applied Arts and Science in General Studies from Central VA Community College and receive their senior superlative awards. Our speakers for the evening were **Spencer Pollock**, *Director of Clinical Education and Asst. Professor of Physician Assistant Medicine*, CENTRA, and our keynote speaker was **Dr. Muriel Mickles**, *Vice President of Academic and Student Affairs, Central Virginia Community College*.

In addition, the XLR8 STEM Academy staff will be awarding four additional awards for Academic Excellence, Most Improved, Leadership and STEM Academy Student of the Year. I invited former recipients of the awards to attend the dinner and hand out the awards to the class of 2018 winners.

Academic Excellence: Natalia Griffis, Jefferson Forest High School

Most Improved: Boyce Allen, II, Amherst County High School

Leadership: Iris Williams, Heritage High School

STEM Academy Student of the Year 2018: Sydney Campbell, Amherst County High School

Matriculation Class of 2018

The STEM Academy graduates on 2018 are all choosing to pursue their education and training in a STEM-H field. We have 96% of our graduating class of 2018 continuing their education either at a 2 or 4 year college or University and 4% entering the Workforce.

Below is a list of where our students are going in 2018-2019

Central VA Community College: 8

Randolph College: 2

Liberty University: 1

Sweet Briar College: 3

University of Lynchburg/LC: 2

University of Alabama-Birmingham: 1

Old Dominion University: 4

Virginia Western CC: 1

Radford College: 1

Virginia Tech: 1

Internships

I will be meeting with representatives from these companies to finalize paperwork and number of internship students over the summer months. I will meet with parents and students in August 2018 to provide an overview of the program requirements and complete any paperwork required at that time both for STEM Academy and CVCC. Students will meet with company representatives in the fall semester to sign the internship agreement and complete any additional training or paperwork required to begin their internship in January of 2019. Students will have the opportunity to earn 1 DE credit for their internship experience.

Mechatronics students: 13 (AECOM, AIT, AMG, AMTI, Delta Star, Framatome, Liberty Aeronautics, Master Engineers & Designers, Swissomation, Stone Blue, VDOT)

Biotechnology students: 1, Prosthetics

Health Science students: 4 Centra, Centra PACE

Cybersecurity students: 7 students: (Sharptop Co., Harris, Moore's Electrical, ITG, Cloud Fit Software) and 2 additional

VDOE/CTE Equipment Grant

We were one of the schools won one of the 16 CTE *Competitive Innovative Program Equipment Grants* for High-Demand and Fast-Growth Industry Sectors. We received \$37,500 which must be spent by July 31st, 2018. We have submitted Purchase order for the following items and should be receiving them within the month.

The 3D printers will be replacing 3 of our 3D printers purchased in 2013 which have served us well, but are quite dated. The Laser Engraver will be a welcome addition to the STEM Academy as it will enable us the opportunity to complete projects and enhance learning that we were not able to complete before.

The Farmbot will be a part of a collaborative project with CVCC including Mechatronics, Energy Technology, Culinary Arts, and Biology departments at this point. This will be a great addition to the STEM and CVCC team.

2 Maker Bot Replicator+ 3D Printers

1 VLS3.50 Laser Printer

1 Ultimaker 3D Printer

1 Farmbot Genesis XL

Proposed Meeting Schedule for 2018-2019

Location: CVCC, President's Conference Room 1114

Time: 1:00 pm

Dates:

Tuesday, May 29th, 2018

Tuesday, August 14th, 2018

Tuesday, November 13th, 2018

Tuesday, January 22nd, 2019

Tuesday, March 19th, 2019

Tuesday, May 28th, 2019

Tuesday, August 13th, 2019

Mark Epperson made a motion to accept the proposed meeting schedule and Dr. Wendy Hageman-Smith seconded the motion and the motion passed.

4. Financial Report

Susan Cash presented the financial report for the school board members to review. The current operating budget sheet shows a total in revenue of \$293,947.14 with expenses of \$287,944.95 which leaves a current remaining balance of \$11,401.16. After review there was no discussion and the members accepted the financial report as written.

5. Fundraising Report

The Operations budget (unrestricted funds) for 2017-2018 currently has received nine donations for a total of \$19,000.

The STEM Academy did receive the VDOE CTE Grant for Region 5 in the amount of \$37,500.00. The funds for this grant have been received and a purchase order has been submitted to utilize the funds.

The STEM Academy did not receive the NSF grant.

There is a new scholarship fundraising program that will begin in coordination with the Future Focus

Foundation. Elizabeth Narehood and Susan will be reaching out to local businesses and industry leaders to obtain funding for up to 4 additional STEM Academy students for the 2018-2019 school year. Companies may choose a specific locality or specialty area to provide a scholarship and must commit to a 2 year scholarship. We currently have one Cybersecurity student scholarship for the 2018-2020.

6. New Business

In new business, Susan presented a proposed addition to the STEM Academy policy manual. This addition would read:

Section 6.11- Payment for Course Credits

The XLR8 STEM Academy Boards approves payment for all courses required for graduation with a Career Studies Certificate in Engineering Fundamentals, Mechatronics Fundamentals, Biotechnology, Health Science Fundamentals or Cybersecurity Fundamentals for a student enrolled at the STEM Academy with the exceptions below:

- 1. The STEM Academy will not cover the tuition costs if a student is required to retake a course to meet a prerequisite for enrollment in a required class.***
- 2. The STEM Academy will not cover the tuition costs if a student is required to retake a course if they earned a failing grade in the course.***
- 3. The STEM Academy will not cover the tuition costs if a student withdraws from a class after the withdrawal date set by Central Virginia Community College.***

A motion was made by Dr. Wendy Hageman-Smith and Dr. Robert Brennan seconded the motion and the motion passed.

Susan presented the 2018-2019 STEM Academy Budget for review. A motion was made by Dr. Wendy Hageman-Smith and Mark Epperson seconded the motion and the motion passed to accept the budget as a preliminary budget until the August meeting at that time the budget will be reviewed and any changes will be made.

Also in new business Susan presented the final report on the 2017-2018 Strategic plan. Susan also discussed with the board the exit survey that is completed by the STEM Academy graduates and their parents. The parents gave the STEM Academy straight A's in all the areas with a few great suggestions. We had some great scores from our graduates with just a few comments. Overall the students and parents seemed appreciative for their student's experiences at the STEM Academy. There was no additional discussion on this matter.

Susan also presented the proposed Strategic Plan for the 2018-2019 school year. She discussed some of the key changes to the plan would be the new adoption of the EAB navigate faculty advisory software. This will allow Susan better access to the students grades for all their classes and with this she will be better able to advise these students in ways for them to have the most success in all their classes not only there STEM classes.

Susan also discussed that we will be developing our marketing plan to kick start our new STEM App. This app will help consolidate all the happenings at the STEM Academy as well as keep the students informed of all the

information that they might need. The proposed strategic plan is up for review and will be addressed again at the August meeting.

Old Business

There was no old business to discuss.

Dr. Wendy Hageman-Smith made a motion to adjourn the meeting, Mark Epperson seconded the motion and the meeting was adjourned at 1:56 pm.

The next meeting of the XLR8 STEM Academy will be:

Tuesday August 14th at 1:00 PM

Room 1114 President's Conference Room, CVCC Campus

Respectfully submitted,

Becky Cox, Clerk

Agenda Report

Date: 10/02/18

Agenda Number: I-12

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Pauline F. Maloney STEP with Links Program: 2018-19 Budget

Summary/Description:

The Lynchburg City School Board serves as fiscal agent for the Pauline F. Maloney STEP with Links program. The organization's governing board has approved its 2018-19 operating budget in the amount of \$58,570, which represents an increase of \$ 16,560 over the 2017-18 fiscal year.

The Pauline F. Maloney STEP with Links program enhances academic and cultural development of minority students who are in the sixth grade and is sponsored by the Links, Inc., a national organization of professional women. The program is funded entirely through donations. Lynchburg City Schools contributes \$10,000 annually to this program.

The 2018-19 budget appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board authorize the school administration to act as fiscal agent for the Pauline F. Maloney STEP with Links Program and to administer the 2018-19 budget in the amount of \$58,570.

STEP WITH LINKS BUDGET – FINAL

07/01/18 -06/30/19

<u>Expense Accounts</u>	<u>2017-2018</u>	<u>2017-2018</u>	<u>2018-2019</u>
<u>EXPENSES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
1130 -SALARIES-OTHER PROF	25,000	22,240	25,500*
1151-SALARIES - AIDES	90	3,500	8,000**
1660- BONUSES	250	650	650
2100- FICA	1,600	1,800	2,000
2300 – HOSP.MED.PLAN	4,200	5,000	5,000
2330 -DENTAL PLAN	240	300	300
2340 – VISION INS.	20	20	20
3000- PURCHASED SERVICES	3,249	1,900	3,500
5200- COMMUNICATIONS	355	500	500
5300 – INSURANCE	0	200	200
5400-LEASES &RENTALS	60		
5500 – TRAVEL	6,500	2,500	9,000***
5800 -MISC.	00	00	100
6000 – MAT. & SUPP.	531	2,300	2,800
6002 – FOOD SUPPLIES	470	1,100	1,000
6030 – INST. MATERIALS	0	0	0
TOTAL EXPENSES	42,565	42,010	58,570
<u>REVENUES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
LCS	10,000	10,000	10,000
GLCT DISTRIBUTION	9,509	9,000	9,500
GENWORTH FOUND.	–	–	–
RETAIL MERCHANTS	–	–	
OTHER GRANTS/FOUND.	–	–	7500

DONATIONS	24,309	23,010	31,570	
TOTAL REVENUES	43,813	42,010	46,080	
NET	1,248	0	0	-
-				

2018 Expenses are estimated based on actual through 6/05/18

*Salary includes a 2% raise

**We anticipate a substantial increase in the number of participants requiring the hiring of an aide to assist the Director

*** 2018-19 Transportation was increased in anticipation of more participants thus more required buses and related expenses; the cost code category might need to be adjusted for bus rentals for road excursions

Step with Links 6/11/18 Board Meeting Minutes

- **Call to order: Elaine Duke**
- **Moment of reflection:** Ms. Harriet Johnson read an inspirational poem.
- **Reading of the minutes:** Ronda Adams
 - Approved
- **Director's report: Melissa Rogers**
 - Melissa shared highlights of end of the year programs including field trips to the African American museum in Washington, D.C., and Greensboro science center.
 - School year ended with 28 total students actively participating in the Step with Links program with 37 total enrolled.
 - See Melissa's full report in the attached Director's report.
- **Services to Youth update: Evelyn Woodruff**
 - Evelyn shared great news that she has received 173 nominations for the upcoming school year. This is high above the 77 nominations received for 2017.
 - Evelyn contributed the increase to meeting face to face with teachers and principals and going back to a paper nomination process which was preferred by teachers.
 - Potential increase in class size was approved by the board and raised the need for an assistant and ensuring proper transportation can be secured. Hank made note of the budget impacts of an assistant and Elaine suggested maximizing the Umbrella program where SWL volunteers help with students.
 - End of year program was cancelled due to renovations being made at Sandusky. Hand suggested starting the 2018 school year off with having the previous class perform for the new students to create excitement.
- **Treasurer's report: Hank Hubbard**
 - Gifts and pledges up year over year to \$43,793 from \$34,013. Total pledges up to 96 from previous year from 75.
 - Continue fundraising efforts focusing on banks. Ronda and Hand to meet to discuss a plan for 2019.
 - A budget report was prepared by Hank and approved by the board on 6/11/18.
- **Next Meeting: October, 2018 at 4pm, SunTrust building**
 - An Outlook invitation was sent to reserve this time on your calendar. A reminder will be sent a week prior to the meeting.

Attendee list:

Ronda Adams
George Dawson
Elaine Duke
Hank Hubbard
Harriett Johnson
Emily Joseph
Melissa Rogers
Evan Smith
Evelyn Woodruff

Agenda Report

Date: 10/02/18

Agenda Number: I-13

Attachments: No

From: Susan D. Morrison, School Board Chair

Subject: School Board Work Sessions

Summary/Description:

Annually, the school board establishes the meeting dates, time, and location for the regular school board meetings. At the training with VSBA, the board decided that having work sessions throughout the year would be beneficial and suggested that work sessions be held on the third Tuesday of each month except for December (no work session), January (will be held on the fifth Tuesday due to board meeting scheduled on January 15, 2019), April (will be held on the fourth Tuesday due to spring break being on the third Tuesday). The following dates are proposed dates for the work sessions.

All work sessions will take place in the board room at the Administration Building at 5:00 p.m. unless otherwise notified.

Tuesday, October 16, 2018

Tuesday, November 20, 2018

Tuesday, January 29, 2019 (5th Tuesday)

Tuesday, February 19, 2019

Tuesday, March 19, 2019

Tuesday, April 23, 2019 (4th Tuesday)

Tuesday, May 21, 2019

Tuesday, June 18, 2019 (work session will be held directly after scheduled Special Board Meeting for personnel purposes)

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

Recommendation:

The superintendent recommends that the school board approve the dates for School Board Work Sessions throughout the 2018-19 school year.

Agenda Report

Date: 10/02/18

Agenda Number: I-14

Attachments: Yes

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

Subject: Capital Improvement Program Update

Summary/Description:

During this presentation, the school administration will provide the school board with an update on the Capital Improvement Program and discussions with the City.

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 Attachment

Item: I-14

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
All projects funded						
Renovations/Replacement Projects						
All renovation/replacement projects shift out 1 year						
Sandusky Elementary School Replacement	1,500,000	20,000,000				21,500,000
Linkhorne Elementary School Renovation		500,000	9,300,000			9,800,000
Paul Munro Elementary School Renovation			400,000	7,600,000		8,000,000
three (3) Elementary School Gym Addition	1,500,000					1,500,000
two (2) Elementary School Gym Addition		1,000,000				1,000,000
New Transportation Building				200,000	2,600,000	2,800,000
Total Replacment/Renovation Projects	3,000,000	21,500,000	9,700,000	7,800,000	2,600,000	44,600,000
Capital Maintenance Projects:						
Mechanical/Electrical:						
Priority 2						
BHES Chiller Replacement		300,000				300,000
DESI Chiller Replacement			250,000			250,000
Bass ES HVAC Replacement		600,000				600,000
Dunbar MS Chiller Replacement		350,000				350,000
Sandusky ES HVAC (If no new building)				550,000		550,000
Sandusky ES Electrical (if no new building)			350,000			350,000
Perrymont ES HVAC					450,000	450,000
Linkhorne MS - Cooling Tower Replacement	75,000					75,000
Linkhorne Middle - chiller rebuild (2)			150,000			150,000
Paul Munro ES HVAC (if no reno)					450,000	450,000
Paul Munro ES Electrical (if no reno)				350,000		350,000
Linkhorne ES Electrical (if no reno)					350,000	350,000
Linkhorne ES - air handlers (if no reno)					550,000	550,000
Plumbing/Restroom Renovation						
Dearington ES	45,000					45,000
Paul Munro ES (if no reno)			90,000			90,000
Sandusky ES (If no new building)				100,000		100,000
Linkhorne ES (If no reno)			100,000			100,000
Perrymont ES		45,000				45,000
Secondary School Athletics -						
ECG Turf					650,000	650,000
SMS Track	90,000		0			90,000
HHS Baseball Turf				550,000		550,000
Elementary School Gym Floor Replacemnt						
Bass ES Gym Floor	60,000					60,000
Roof Replacement/Repair:						
Priority 1						
Heritage ES		720,000				720,000
Paul Munro ES			500,000			500,000
Linkhorne Elementary B.C,D,E K			575,000			575,000
Dearington ES - Section A&C	300,000					300,000
Dunbar MS - West (low roof)			130,000			130,000
Sheffield ES - 2001 Addition			95,000			95,000
RS Payne ES		400,000				400,000
ECG - Main gym and locker rooms	325,000					325,000
Sandusky ES (If no new building)			600,000			600,000
Laurel - Section A&B					110,000	110,000
Paving & Fencing	171,000	178,000	185,000	192,000	200,000	926,000
Playgrounds	129,000			150,000	150,000	429,000
Total Capital Maintenance Projects	1,195,000	2,593,000	3,025,000	1,892,000	2,910,000	11,615,000
TOTAL ANNUAL CIP	4,195,000	24,093,000	12,725,000	9,692,000	5,510,000	56,215,000

All projects funded in current year City CIP

All renovation/replacement projects shift out 1 year