



Lynchburg City School Board

Sharon Y. Carter
School Board District 2

James E. Coleman
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Mary Ann Hoss
School Board District 1

Michael J. Nilles
School Board District 3

Derek L. Polley
School Board District 1

Jennifer R. Poore
School Board District 2

Katie Snyder
School Board District 3

J. Marie Waller
School Board District 2

School Administration

Scott S. Brabrand
Superintendent

John C. McClain
Assistant Superintendent of
Student Learning and Success

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
October 20, 2015 5:00 p.m.
School Administration Building
Board Room

A. CLOSED MEETING

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

B. PUBLIC COMMENTS

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

C. SPECIAL PRESENTATION

- 1. Student Recognition
Scott S. Brabrand. Page 4
Discussion/Action

D. FINANCE REPORT

- 1. Finance Report
Anthony E. Beckles, Sr. Page 5
Discussion

E. CONSENT AGENDA

- 1. Personnel Report
Marie F. Gee. Page 10
Discussion/Action

F. STUDENT REPRESENTATIVE COMMENTS

G. UNFINISHED BUSINESS

- 1. Credit Recovery Academy Update
Ben W. Copeland.Page 12
Discussion/Action

- 2. Request for Fund Balance FY2015
Anthony E. Beckles, Sr.Page 13
Discussion/Action

- 3. Capital Improvement Plan FY2017
Ben W. Copeland.Page 15
Discussion/Action

- 4. VRS Employer-Sponsored Hybrid 403(b) Plan Election
Anthony E. Beckles, Sr.Page 22
Discussion/Action

H. NEW BUSINESS

- 1. Extended Opportunities for Success Grant
John C. McClain.Page 24
Discussion

- 2. Individual Student Alternative Education Plan (ISAEP) 2015-2016
John C. McClain.Page 25
Discussion/Action

- 3. Legislative Positions: 2015-16
Scott S. Brabrand.Page 26
Discussion

- 4. Lynchburg City School Board Policy Updates
Ben W. Copeland.Page 31
Discussion

I. SUPERINTENDENT’S COMMENTS

J. BOARD COMMENTS

K. INFORMATIONAL ITEMS

Lynchburg City School Board/Lynchburg City Council Joint Meeting: Monday, November 2, 2015, 5:30 p.m. GLTC Transfer Station, 800 Kemper Street, Third Floor Conference Room

Next School Board Meeting: Tuesday, November 3, 2015, 5:30 p.m., Board Room, School Administration Building

L. ADJOURNMENT

Agenda Report

Date: 10/20/15

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

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

Personnel Matters

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

Recommendation:

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

Agenda Report

Date: 10/20/15

Agenda Number: A-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

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

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

Recommendation:

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

Agenda Report

Date: 10/20/15

Agenda Number: B-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Public Comments

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 10/201/5

Agenda Number: C-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Student Recognition

Summary/Description:

Seven students from E. C. Glass High School and Heritage High School were selected to perform at the South Central Senior Regional Orchestra in November. The event will take place at Glen Allen High School in Henrico County on November 13-14, 2015. Students selected to perform are as follows:

E. C. Glass High School

Violin: Andrew Yi
Viola: Kurt Cox
Cello: Asher Sizemore
Bass: Sydney Walker

Heritage High School

T. J. Cass and Andrew Patterson
Jake Sandvig

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 10/20/15

Agenda Number: D-1

Attachments:

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

Subject:

Summary/Description:

The school administration, in accordance with the FY2015-16 school operating budget, authorized, approved, and processed the necessary payments through September 30, 2015. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through September 30, 2015, for the operating fund.

Total Operating Fund Budget	\$ 90,820,024.00
Insurance Proceeds	\$ 47,617.22
Restricted Donations	<u>\$ 430.00</u>
Adjusted Budget	\$ 90,868,071.22

Through September 30, 2015

Actual Revenue Received	\$ 11,023,944.99
Actual Expenditures	\$ 17,785,228.40
Actual Encumbered	\$ 62,007,998.02

Percent of Budget Received	12.13%
Percent of Budget Used, excluding encumbrances	19.57%

As of 09/30/15 – 3 months 25.00%

The revenue and expenditure reports detail the transactions recorded through September 30, 2015. All reports appear as attachments to the agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ending
 September 30, 2015

	Fiscal Year 2015-16					
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
INSTRUCTION						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel	49,148,044.42	8,265,453.93	16.82%	38,289,175.91	2,593,414.58	
Other	3,905,680.09	903,921.97	23.14%	144,468.06	2,857,290.06	
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel	3,448,060.90	571,684.60	16.58%	2,367,595.76	508,780.54	
Other	167,094.00	9,239.91	5.53%	33,394.45	124,459.64	
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel	3,700,427.10	864,762.86	23.37%	2,817,165.44	18,498.80	
Other	1,565,597.30	175,807.60	11.23%	282,817.25	1,106,972.45	
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN						
Personnel	5,252,359.04	1,205,491.23	22.95%	3,968,352.28	78,515.53	
Other	126,375.00	33,053.21	26.15%	12,429.01	80,892.78	
TOTAL INSTRUCTION	67,313,637.85	12,029,415.31	17.87%	47,915,398.16	7,368,824.38	89.05%
ADMINISTRATION						
FUNCTION 2100 ADMINISTRATION						
Personnel	2,416,531.68	580,282.31	24.01%	1,566,868.75	269,380.62	
Other	1,341,920.97	241,547.10	18.00%	537,569.97	562,803.90	
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel	1,380,286.62	228,858.80	16.58%	1,064,336.16	87,091.66	
Other	82,225.00	13,539.72	16.47%	34,616.15	34,069.13	
TOTAL ADMINISTRATION	5,220,964.27	1,064,227.93	20.38%	3,203,391.03	953,345.31	81.74%
PUPIL TRANSPORTATION						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel	339,286.50	81,773.29	24.10%	239,405.94	18,107.27	
Other	23,276.00	8,389.30	36.04%	6,749.90	8,136.80	
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel	2,479,454.66	463,573.68	18.70%	1,628,420.53	387,460.45	
Other	965,210.00	291,390.10	30.19%	520,509.81	153,310.09	
FUNCTION 3300 MONITORING SERVICE						
Personnel	420,630.43	70,962.58	16.87%	317,411.54	32,256.31	
Other	0.00	0.00	0.00%	0.00	0.00	
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel	351,419.67	89,361.65	25.43%	256,773.96	5,284.06	
Other	381,750.00	126,609.08	33.17%	157,740.36	97,400.56	
FUNCTION 3500 BUS PURCHASE - REGULAR						
Other	0.00	0.00	0.00%	0.00	0.00	
TOTAL PUPIL TRANSPORTATION	4,961,027.26	1,132,059.68	22.82%	3,127,012.04	701,955.54	85.85%
OPERATIONS & MAINTENANCE						
FUNCTION 4100 MANAGEMENT & DIRECTION						
Personnel	274,470.20	50,618.81	18.44%	151,856.28	71,995.11	
Other	84,000.00	34,907.63	41.56%	39,142.40	9,949.97	

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ending
 September 30, 2015

FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,324,592.53	1,150,787.63	26.61%	3,016,869.66	156,935.24	
	Other	4,973,392.22	1,357,116.97	27.29%	2,525,945.11	1,090,330.14	
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	242,869.76	57,426.51	23.64%	184,194.90	1,248.35	
	Other	35,000.00	5,145.40	14.70%	1,871.00	27,983.60	
FUNCTION 4400 EQUIPMENT SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	80,000.00	37,436.96	46.80%	33,344.95	9,218.09	
FUNCTION 4500 VEHICLE SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	62,500.00	11,473.56	18.36%	19,329.30	31,697.14	
FUNCTION 4600 SECURITY SERVICES							
	Personnel	30,257.65	3,044.49	10.06%	16,564.16	10,649.00	
	Other	334,002.00	12,667.00	3.79%	152,783.00	168,552.00	
FUNCTION 4700 WAREHOUSING SERVICES							
	Personnel	8,651.93	4,738.74	54.77%	0.00	3,913.19	
TOTAL OPERATIONS & MAINTENANCE		10,449,736.29	2,725,363.70	26.08%	6,141,900.76	1,582,471.83	84.86%
Other Non-Instructional Operations							
FUNCTION 5000 Non-Instructional Operations - Other		28,614.73	2,284.48	7.98%	0.00	26,330.25	
TOTAL Non-Instructional Operations		28,614.73	2,284.48	7.98%	0.00	26,330.25	7.98%
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	22,178.34	1,040.74	4.69%	0.00	21,137.60	
	Other	20,000.00	0.00	0.00%	0.00	20,000.00	
TOTAL FACILITIES		42,178.34	1,040.74	2.47%	0.00	41,137.60	2.47%
DEBT SERVICE							
FUNCTION 7100 DEBT SERVICE - Other		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	1,575,533.85	387,811.20	24.61%	1,262,671.48	(74,948.83)	
	Other	212,505.49	90,327.58	42.51%	8,462.25	113,715.66	
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	406,208.63	104,072.28	25.62%	317,851.38	(15,715.03)	
	Other	657,664.51	248,625.50	37.80%	31,310.92	377,728.09	
TOTAL TECHNOLOGY		2,851,912.48	830,836.56	29.13%	1,620,296.03	400,779.89	85.95%
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9300 ADMINISTRATION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9600 OPERATIONS & MAINTENANCE		0.00	0.00	0.00%	0.00	0.00	
TOTAL CONTINGENCY RESERVES		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		90,868,071.22	17,785,228.40	19.57%	62,007,998.02	11,074,844.80	87.81%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Month Ending
 September 30, 2015

ACCOUNT TITLE	FY 2014-15				FY 2015-16			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(9,950,157.00)	(9,126,637.48)	(823,519.52)	91.72%	(10,248,262.00)	(1,768,201.66)	(8,480,060.34)	17.25%
240202 BASIC SCHOOL AID	(21,651,824.00)	(22,176,759.37)	524,935.37	102.42%	(22,130,823.00)	(5,532,705.75)	(16,598,117.25)	25.00%
240207 GIFTED & TALENTED	(240,997.00)	(245,765.00)	4,768.00	101.98%	(246,845.00)	(61,711.26)	(185,133.74)	25.00%
240208 REMEDIAL EDUCATION	(1,292,157.00)	(1,317,718.00)	25,561.00	101.98%	(1,323,508.00)	(330,877.02)	(992,630.98)	25.00%
240208 REMEDIAL EDUCATION COMPENSATION SUPPLEMENT	(123,629.00) 0.00	(107,296.63) 0.00	(16,332.37) 0.00	86.79% 0.00%	(105,619.00) (399,315.00)	0.00 (39,931.50)	(105,619.00) (359,383.50)	0.00% 10.00%
240212 SPECIAL ED SOQ	(2,794,545.00)	(2,880,857.56)	86,312.56	103.09%	(2,862,348.00)	(715,587.00)	(2,146,761.00)	25.00%
240217 VOCATIONAL ED SOQ	(225,615.00)	(230,078.00)	4,463.00	101.98%	(231,089.00)	(57,772.26)	(173,316.74)	25.00%
240221 SOC SEC-INSTR	(1,404,964.00)	(1,432,757.00)	27,793.00	101.98%	(1,439,052.00)	(359,763.00)	(1,079,289.00)	25.00%
240223 VRS INSTRUCTIONAL	(2,861,204.00)	(2,917,805.00)	56,601.00	101.98%	(2,846,592.00)	(711,648.00)	(2,134,944.00)	25.00%
240241 GROUP LIFE INST	(87,169.00)	(88,894.00)	1,725.00	101.98%	(89,284.00)	(22,321.02)	(66,962.98)	25.00%
240228 READING INTERVENTN	(168,326.00)	(170,830.92)	2,504.92	101.49%	(188,365.00)	0.00	(188,365.00)	0.00%
240205 CAT-REG FOSTER	(71,041.00)	(134,715.00)	63,674.00	189.63%	(132,031.00)	0.00	(132,031.00)	0.00%
240246 CAT-HOMEBOUND	(208,242.00)	(100,051.45)	(108,190.55)	48.05%	(102,053.00)	0.00	(102,053.00)	0.00%
240248 REGIONAL TUITION	(766,658.00)	(716,395.02)	(50,262.98)	93.44%	(739,236.00)	0.00	(739,236.00)	0.00%
240265 AT RISK SOQ	(1,439,822.00)	(1,468,098.00)	28,276.00	101.96%	(1,474,228.00)	0.00	(1,474,228.00)	0.00%
240309 ESL	(117,708.00)	(129,125.00)	11,417.00	109.70%	(148,706.00)	0.00	(148,706.00)	0.00%
240281 AT RISK 4 YR OLDS	(1,059,219.00)	(1,057,968.00)	(1,251.00)	99.88%	(1,221,024.00)	0.00	(1,221,024.00)	0.00%
240218 CTE - ADULT ED	(19,175.00)	0.00	(19,175.00)	0.00%	0.00	0.00	0.00	0.00%
240252 CTE EQUIPMENT	0.00	(13,266.87)	13,266.87	100.00%	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(42,990.00)	(39,387.00)	(3,603.00)	91.62%	(48,230.00)	0.00	(48,230.00)	0.00%
MATH/READING INSTR SPECIALISTS	(40,267.00)	(40,267.00)	0.00	100.00%	(40,624.00)	0.00	(40,624.00)	0.00%
EARLY READING SPECIALISTS INIT	0.00	0.00	0.00	0.00%	(38,807.00)	0.00	(38,807.00)	0.00%
240275 PRIMARY CLASS SIZE	(1,707,979.00)	(1,693,633.00)	(14,346.00)	99.16%	(1,705,555.00)	0.00	(1,705,555.00)	0.00%
240214 TEXTBOOKS	(493,378.00)	(518,668.08)	25,290.08	105.13%	(505,349.00)	(126,337.26)	(379,011.74)	25.00%
240405 ALGEBRA READINESS	(139,687.00)	(137,583.00)	(2,104.00)	98.49%	(137,583.00)	0.00	(137,583.00)	0.00%
COMMONWEALTH OF VA	(46,906,753.00)	(46,744,556.38)	(162,196.62)	99.65%	(48,404,528.00)	(9,726,855.73)	(38,677,672.27)	20.09%
330212 IMPACT AIDPL81-874	(6,000.00)	(9,173.69)	3,173.69	152.89%	(6,000.00)	(435.81)	(5,564.19)	7.26%
180303 MEDICAID REIMBURSE	(300,000.00)	(397,969.97)	97,969.97	132.66%	(300,000.00)	(9,406.98)	(290,593.02)	3.14%
JR ROTC	(120,000.00)	(100,170.96)	(19,829.04)	83.48%	(120,000.00)	(7,907.96)	(112,092.04)	6.59%
FEDERAL	(426,000.00)	(507,314.62)	81,314.62	119.09%	(426,000.00)	(17,750.75)	(408,249.25)	4.17%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Month Ending
 September 30, 2015

	FY 2014-2015				FY 2015-16			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(38,924,147.00)	(38,924,147.00)	0.00	100.00%	(40,114,276.00)	(1,000,000.00)	(39,114,276.00)	2.49%
510500 FUND BALANCE RETURN	(907,000.00)	(907,000.00)	0.00	100.00%	0.00	0.00	0.00	#DIV/0!
510500 USE OF CIP FUNDS	(75,000.00)	(75,000.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
CITY	(39,906,147.00)	(39,906,147.00)	0.00	100.00%	(40,114,276.00)	(1,000,000.00)	(39,114,276.00)	2.49%
189912 MISC REV/OTH FUNDS	(238.75)	(78,106.70)	77,867.95	100.00%	(100,000.00)	(5,531.18)	(94,468.82)	0.00%
180303 REBATES & REFUNDS	(30,000.00)	(30,237.78)	237.78	100.79%	(30,000.00)	(6,912.00)	(23,088.00)	23.04%
189903 DONATIONS & SP GF	(7,075.00)	(7,075.00)	0.00	100.00%	(430.00)	(430.00)	0.00	100.00%
189909 SALE OTHER EQUIP	(3,500.00)	(30,295.02)	26,795.02	865.57%	(3,000.00)	(6,187.89)	3,187.89	206.26%
189910 INSURANCE ADJUST	(127,289.54)	(141,384.78)	14,095.24	111.07%	(50,617.22)	(47,617.22)	(3,000.00)	94.07%
E RATE REIMBURSEMENT	(120,000.00)	(149,288.83)	29,288.83	124.41%	(115,500.00)	0.00	(115,500.00)	0.00%
TRANSFER IN/OUT	0.00	0.00	0.00	0.00%			0.00	0.00%
MISCELLANEOUS	(288,103.29)	(436,388.11)	148,284.82	151.47%	(299,547.22)	(66,678.29)	(232,868.93)	22.26%
150201 RENTS	(118,000.00)	(123,000.00)	5,000.00	104.24%	(123,000.00)	0.00	(123,000.00)	0.00%
161201 TUITION DAY SCHOOL	(110,000.00)	(84,781.17)	(25,218.83)	77.07%	(110,000.00)	(23,724.46)	(86,275.54)	21.57%
161206 TUITION ADULT	(18,000.00)	(33,115.78)	15,115.78	183.98%	(11,000.00)	(1,042.50)	(9,957.50)	9.48%
161207 TUITION SUMMER SCH	(25,000.00)	(150.00)	(24,850.00)	0.60%	(25,000.00)	0.00	(25,000.00)	0.00%
161202 SPEC PUPIL FEES	(40,000.00)	(31,816.32)	(8,183.68)	79.54%	(40,000.00)	(6,971.33)	(33,028.67)	17.43%
161205 BUS RENTAL	(400,000.00)	(322,611.46)	(77,388.54)	80.65%	(325,000.00)	(125,051.53)	(199,948.47)	38.48%
190101 TUIT FM OTH CO/CY	(634,620.00)	(29,227.68)	(605,392.32)	4.61%	(634,620.00)	0.00	(634,620.00)	0.00%
161201 DUAL ENROLLMENT	(85,000.00)	(128,214.00)	43,214.00	150.84%	(125,000.00)	0.00	(125,000.00)	0.00%
PRINT SHOP	(100,000.00)	(62,165.39)	(37,834.61)	62.17%	(75,000.00)	(33,664.79)	(41,335.21)	44.89%
SCHOOL NUT UTILITIES	(98,500.00)	(95,131.14)	(3,368.86)	96.58%	(95,000.00)	(10,204.36)	(84,795.64)	10.74%
FACILITY RENTALS	(75,000.00)	(46,735.00)	(28,265.00)	62.31%	(60,000.00)	(12,001.25)	(47,998.75)	20.00%
CHARGES FOR SERVICES	(1,704,120.00)	(956,947.94)	(747,172.06)	56.15%	(1,623,620.00)	(212,660.22)	(1,410,959.78)	13.10%
150101 INTEREST-BNK DPST USE OF MONEY	(100.00)	0.00	(100.00)	100.00%	(100.00)	0.00	(100.00)	100.00%
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DESIGNATION - ENCUMBRANCES	(500,478.90)	0.00	(500,478.90)	0.00%	0.00	0.00	0.00	0.00%
TOTAL OPERATING FUND	(89,731,702.19)	(88,551,354.05)	(679,869.24)	98.68%	(90,868,071.22)	(11,023,944.99)	(79,844,126.23)	12.13%

Original budget	\$ 88,114,120.00
Fund Balance Return/Textbooks/CIP	\$ 982,000.00
Restricted Donation Received	\$ 7,075.00
Insurance proceeds allocated	\$ 124,289.54
Restricted Sale of Assets (CTE)	\$ 3,500.00
Miscellaneous Revenue	\$ 238.75
Designation - Prior Year Encumb	\$ 500,478.90
Adjusted Budget	\$ 89,731,702.19

Original budget	\$ 90,820,024.00
Restricted Donation Received	\$ 430.00
Insurance Proceeds	\$ 47,617.22
Adjusted Budget	\$ 90,868,071.22

Agenda Report

Date: 10/20/15

Agenda Number: E-1

Attachments: Yes

From: Scott S. Brabrand, Superintendent
Marie F. Gee, Director of Personnel

Subject: Personnel Report

Summary/Description:

The personnel recommendations for October 6 – 20, 2015, 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 October 6 – 20, 2015.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
-------------	----------------	-------------------------------	-------------------------------	---------------------------

RESIGNATIONS:

McCain, Michael	Liberty University	B.A./ 0 yrs. (Lv. 0 4)	Bedford Hills Elementary Special Education	10-30-15
Mitchell, Laura	VA Commonwealth University	M.A./ 20 yrs. (Lv. 20 3)	Heritage Elementary Strings	10-30-15

Agenda Report

Date: 10/20/15

Agenda Number: G-1

Attachments: No

From: Scott S. Brabrand, Superintendent
John C. McClain, Assistant Superintendent for Student Learning and Success
Ben W. Copeland, Assistant Superintendent for Operations and Administration

Subject: Credit Recovery Academy Update

Summary/Description:

At the school board meeting on October 6, 2015, the school administration presented information about the proposed *Empowerment Academy*. During this presentation, the school administration will update the school board concerning the rental costs for the building that will house the program.

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

Recommendation:

The superintendent recommends that the school board approve funding to proceed with renovations to the building at 601 12th Street, which will house the *Empowerment Academy*.

Agenda Report

Date: 10/20/15

Agenda Number: G-2

Attachments: Yes

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

Subject: Request for Fund Balance FY 2015

Summary/Description:

The fund balance for FY2015 is \$3,566,888. The school administration would like to use those funds for the purposes listed below:

Proposed Use of Funds

Purchase of IT equipment (650 Chromebooks, 300 teacher laptops and accessories)	(\$500,000)
Textbook reserve	(155,439)
Purchase of new HR/Finance software	(400,000)
Refurbishment of Dunbar Middle School Gym Floor	(125,000)
Replenishment of Maintenance Emergency Fund	(50,000)
Updating of educational tests used in comprehensive evaluations	(30,000)
Purchase of instructional equipment for music and movement education classes	(49,000)
Purchase of musical instruments for secondary schools band, orchestra and chorus	(270,000)
Funding to create Credit Recovery Program (Boys & Girls Club) facility needs	(250,000)
Purchase of Special Education bus	(100,000)
Student furniture replacement in middle and high schools	(425,000)
Other maintenance needs TBD	(62,449)
Capital and Maintenance Projects (List attached)	(1,150,000)
	<hr/>
	(3,566,888)

Remaining FY2015 Fund Balance

(\$0)

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

Recommendation:

The superintendent recommends that the school board approve the request for fund balance for FY 2015.

Fund Balance Capital & Maintenance Projects

Dunbar MS window replacement (East Elevation)	\$ 150,000
Fort Hill CS window replacement	\$ 125,000
Heritage ES restroom renovation	\$ 60,000
Perrymont chiller rebuild	\$ 60,000
Arc Flash study and labeling	\$ 100,000
ECG library carpet replacement	\$ 20,000
ECG rubber stair tread replacement	\$ 5,000
Warehouse additional washing machine	\$ 9,000
DMS repoint brick	\$ 20,000
RSP repoint brick	\$ 20,000
Fencing needs (five areas detailed below)	
DMS West black decorative fence	
RSP black decorative fence at building	
RSP black chain-link fence at playground	
Bass black chain-link fence at paved playground	
FHCS black chain-link fence at Liggates	
Fence Projects total	\$ 120,000
LMS track resurface	\$ 50,000
DMS track resurface	\$ 50,000
ECG tennis courts	\$ 40,000
Campus radios	\$ 11,000
Bus service truck	\$ 45,000
HELC parking lot expansion	\$ 15,000
Sheffield parking lot expansion	\$ 25,000
Bus shop fuel island paving repair	\$ 15,000
DMS Mozee repair pavement in rear	\$ 10,000
Install guardrail along Pride service drive	\$ 10,000
BHES additional grass fire lane	\$ 45,000
RSPES chiller rebuild	\$ 55,000
Warehouse access control and security cameras	\$ 25,000
Fac./Trans. Building lighting retrofit	\$ 65,000

TOTAL

\$ 1,150,000

Agenda Report

Date: 10/20/15

Agenda Number: G-3

Attachments: Yes

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

Subject: Capital Improvement Plan: 2017

Summary/Description:

The attachment to this agenda report contains a proposed Capital Improvement Plan for FY 2017-2021. A proposal using approved figures will be created and become the submission to the Lynchburg City Council for capital improvement projects for FY 2017 - 2021. The cost and final recommendations for the 2017 Capital Improvement Plan is \$2,550,000. The school administration will explain the breakdown of costs during this presentation.

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

Recommendation:

The superintendent recommends that the school board the Capital Improvement Plan for 2017.

Fiscal Year 2017 Capital Improvement Plan



CIP (Buildings and Grounds)

Admin Bldg – HVAC upgrade	\$900,000
ECG track resurface	\$80,000
Bass ES roof replacement	\$300,000
Paving & Fencing	\$158,000
Playgrounds	\$124,000
TOTAL request to the city for FY17	\$1,562,000

CIP (Transportation)

- Bus Replacement \$988,000

CIP (Total Request to the City)

- Buildings & Grounds \$1,562,000
- Bus Replacement \$988,000

- Total \$2,550,000

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Totals
Renovations/Replacement Projects						
Sandusky Elementary School Renovation		400,000	8,000,000			8,400,000
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					2,800,000	2,800,000
Total Replacment/Renovation Projects		400,000	10,000,000	10,700,000	10,400,000	31,500,000
Capital Maintenance Projects:						
Mechanical/Electrical:						
Admn Bldg - HVAC Upgrade	900,000					900,000
DMS Mozee HVAC Replacement		180,000				180,000
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
Secondary School Athletics -						
ECG Track	80,000					80,000
SMS Track					60,000	60,000

Elementary School Gym Floor Replacemnt	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Totals
Bass ES Gym Floor			60,000			
Roof Replacement/Repair:						
Heritage ES		720,000				720,000
Bass ES	300,000					300,000
Paul Munro ES			500,000			500,000
Linkhorne MS			1,180,000			1,180,000
Linkhorne Elementary B.C,D,E K		300,000				300,000
Dearington ES - Section A&C				185,000		185,000
Dunbar MS - West (low roof)					130,000	130,000
Sheffield ES - 2001 Addition					95,000	95,000
ECG - Main gym and locker rooms				325,000		325,000
School Bus Replacement	988,000	685,000	713,000	741000	771000	3,898,000
Paving & Fencing	158,000	164,000	171,000	178,000	185,000	856,000
Playgrounds	124,000	129,000				253,000
Total Capital Maintenance Projects	2,550,000	2,178,000	2,624,000	2,679,000	1,491,000	11,522,000
TOTAL ANNUAL CIP	2,550,000	2,578,000	12,624,000	13,379,000	11,891,000	43,022,000

Agenda Report Attachment

Item: G-3

Agenda Report

Date: 10/20/15

Agenda Number: G-4

Attachments: Yes

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

Subject: VRS Employer-Sponsored Hybrid 403(b) Plan Election

Summary/Description:

At the last school board meeting, the school administration provided information to the school board about recent legislation (Senate Bill 1162 and House Bill 2178) allows school divisions to elect to allow eligible employees to use an employer-sponsored hybrid 403(b) plan for employee voluntary contributions to the Hybrid Retirement Plan. The school administration recommends that the school board not offer this option. The resolution that does not allow this option for employees 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 Resolution Not to Allow Eligible Employees to Direct Hybrid Voluntary Contributions to an Employer-Sponsored Hybrid 403(b) Retirement Plan.

RESOLUTION NOT TO ALLOW ELIGIBLE EMPLOYEES TO DIRECT HYBRID VOLUNTARY CONTRIBUTIONS TO AN EMPLOYER-SPONSORED HYBRID 403(b) RETIREMENT PLAN

*Rwtuwcpv\q'Ej cr vgtu'75: "cpf '75; "qh'vj g'4237'Cevu'qh'Cuugo dn{ +"

Vj g'rcpi wci g'lp'vj ku'tguqnwkqp'j cu'dggp'cr r tqxgf 'd{ 'vj g'XTU'Dgpg'ku'E'qwpugn'cpf 'ku'pqv'uwdlgev' vq'o qf hkecvkqp0'

Rrgcug'ej gem'vj ku'dqz 'vq'lpf kcv'vj cv'aa" (the "School Division") f qgu'pqv'y kuj 'vq'gz gtekug'vj g'grgevkqp'r tqxkf gf 'lp'vj g'E'qf g'qh'Xkti lpkc'E'73B/38; *I +\q'cmqy 'ku'grki kdr'go r m{ ggu'vq'r ctv'ekr cv'lp'cp'go r m{ gt/ur qpuqf gf 'J { dtkf '625*d+r rcp'hqt" xqnpvct { "eqpvtkdwwkpu'vq'vj g'f ghkpgf 'eqpvtkdwwkqp'eqo r qpgpv'qh'vj g'j { dtkf 't'gkt go gpv'r tqi tco " f guetkdgf 'lp'vj g'E'qf g'qh'Xkti lpkc'E'73B/38; *vj g'vj { dtkf 'T'gkt go gpv'Rrcpö+0'

Y J GTGCU.'vj g'Uej qqnF kxkukqp'go r m{ u'o go dgtu'y j q'r ctv'ekr cv'lp'vj g'Xkti lpkc'T'gkt go gpv'U{ uvgo cu' *öXTUö+J { dtkf 'T'gkt go gpv'Rrcp.'y j lej 'eqpuku'qh'c'f ghkpgf 'dgpghk'cpf 'f ghkpgf 'eqpvtkdwwkqp'eqo r qpgpv'cpf "

Y J GTGCU.'Ej cr vgtu'75: "cpf '75; "qh'vj g'4237'Cevu'qh'Cuugo dn{ 'r gto k'vj g'Uej qqnF kxkukqp'vq'grgev." qp'cp'cppwcn'dcuku.'vq'cmqy 'ku'J { dtkf 'T'gkt go gpv'Rrcp'go r m{ ggu'vq'o cmg'J { dtkf 'xqnpvct { "eqpvtkdwwkpu'vq' cp'go r m{ gt/ur qpuqf gf 'J { dtkf '625*d+r rcp'guvdrkuj gf 'd{ 'vj g'Uej qqnF kxkukqp.'cu'cp'cmgt'pvc'xg'vq'vj g'J { dtkf " 679'F ghgtgf 'Eqo r gpuc'kqp'Rrcp'o clpv'kpgf 'd{ 'XTU.'cpf 'k'vq'j cxg'vj g'cuuqekcv'f'go r m{ gt'o cvej 'f gr qukgf " lp'vj g'625*d+r rcp'qt'ecuj 'o cvej 'r rcp'guvdrkuj gf 'cpf 'o clpv'kpgf 'd{ 'vj g'Uej qqnF kxkukqp'cpf "

Y J GTGCU.'vj g'Uej qqnF kxkukqp'wpf gtuwcpf u'vj cv'k'o c{ 'ej cpi g'ku'grgevkqp'cppwcm{ .dw'vj cv'vj ku' T'guqnwkqp'y knit go clp'lp'hqteg'wpv'ki'vj g'Uej qqnF kxkukqp'cf qr v'cpf 'h'rgu'c'pgy 'T'guqnwkqp'y kj 'XTU'dghqtg' P qxgo dgt'3'vq'dg'ghgevkxg'hqt'vj g'hqmqy lpi 'ecrgpf ct' { gct0'

VJ GTGHQTG.'DG'K'T'GUQNXGF.'vj cv'vj g'Uej qqnF kxkukqp'grgevu'pqv'vq'cmqy 'grki kdr'go r m{ ggu'vq' f kt gev'J { dtkf 'xqnpvct { "eqpvtkdwwkpu'vq'cp'go r m{ gt/ur qpuqf gf 'J { dtkf '625*d+r rcp'hqt'vj g'r g'gtkf 'ht'qo 'Lcpwct { 3.'4238.'wpv'ric'uwdugs wgpv'T'guqnwkqp'ku'vko gn{ 'cf qr vgf 'cpf 'h'rgf 'y kj 'XTU0''

P QY . 'VJ GTGHQTG.'vj g'qh'kgtu'qh'vj g'Uej qqnF kxkukqp'ctg'j' gtd{ 'cwj qt'k' gf 'cpf 'f kt gev'f 'vq' eqo o wplecv'c't'wg'cpf 'egt'v'k'gf 'eqr { 'qh'vj ku'tguqnwkqp'vq'XTU'wr qp'ku'r cuuci g0'

" " " " Uki pcwtg<' aaa"
" " " " " " " Uej qqn'Dqctf 'Ej ckt"

CERTIFICATE

K'aa[**name**]. 'vj g'aa[**title**] 'qh'vj g'Uej qqn' F kxkukqp.'egt'v'k' { 'vj cv'k'vj g'hq'gti qkpi 'ku'c't'wg'cpf 'ceewt'cv'g'eqr { 'qh'c't'guqnwkqp'r cuugf 'cv'c'rcy hwm' { 'qti cpl' gf " o ggv'kpi 'qh'vj g'Uej qqnF kxkukqp'j' grf 'lp'aa[**city/town**]. 'Xkti lpkc.'cv' aaaaaaaaaaaaa[**time**] 'qp'aa[**date of meeting**]. '4237.'cpf 'k'v'vj g'v'gto u'qh'vj g'hq'gti qkpi 't'guqnwkqp'f'q' p'qv'f'k'ht'ht'qo 'vj g't'guqnwkqp'r tqxkf gf 'd{ 'XTU'0' kxgp'wpf'gt'o { 'j' cpf 'cpf 'ugcn'qh'vj g'Uej qqnF kxkukqp'vj ku' aaaaaaaaaaaaa[**date of certification**] 'f'c { 'qh'aa[**month of certification**]. '42370'

" " " " Uki pcwtg<' aaa"

Agenda Report

Date: 10/20/15

Agenda Number: H-1

Attachments: Yes

From: Scott S. Brabrand, Superintendent
John C. McClain, Assistant Superintendent for Student Learning and Success

Subject: Extended Opportunities for Success Grant

Summary/Description:

Lynchburg City Schools was awarded \$368,318 for a Start – Up Grant for an Extended School Year. This grant called Extending Opportunities for Success consists of four components. This presentation will provide the school board information regarding each of the four components including Intersessions, Credit Recovery Program, Senior Intensive Remediation Program, and Summer Programming.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 10/20/15

Agenda Number: H-2

Attachments: No

From: Scott S. Brabrand, Superintendent
John C. McClain, Assistant Superintendent for Student Learning and Success

Subject: Individual Student Alternative Education Plan (ISAEP) 2015-2016

Summary/Description:

Lynchburg City Schools received \$25,245.00 in ISAEP State Grant Funds. The Individual Student Alternative Education Plan (ISAEP) funds will be used to meet the needs of students enrolled in the Lynchburg City Schools Adult Learning Center/ Reach Out and Develop Education Opportunities (RODEO) instructional program. Funds will be used to provide GED instructional materials, multi view calculators, work place essentials skills instructional kits, three educational experiences /field trips, and a computer for off-site GED testing.

BUDGET FOR ISEAP GRANT

Expenditure Categories	State Funds
1000 - Personnel Services	\$14,000.00
2000 – Employee Benefits	\$6,000.00
3000 – Purchased Services	\$0
4000 – Internal Services	\$850.00
5000 – Other Charges Travel, Postage	\$1,500.00
6000 – Materials & Supplies	\$2,176.00
8000 – Equipment Laptops/calculators	\$719.00
Total Requested	\$25,245.00

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

Recommendation:

The superintendent recommends that the school board approve the State Grant: Individual Student Alternative Education Plan (ISAEP) 2015-2016.

Agenda Report

Date: 10/20/15

Agenda Number: H-3

Attachments: Yes

From: Scott S. Brabrand, Superintendent
John C. McClain, Assistant Superintendent for Student Learning and Success

Subject: Legislative Positions: 2015-16

Summary/Description:

Annually, the Lynchburg City School Board considers legislative positions to present to its state representatives. Attached are position statements for the school board to consider. As directed, the administration will develop new position statements, edit those listed in the attachment, and present any revisions and additions for approval at the November 3, 2015, meeting.

Disposition: Action
 Information
 Action at Meeting on: 11/03/15

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at its school board meeting on November 03, 2015.

Lynchburg City Schools
2014-15 2015-16 Legislative Positions

Compensation and Employee Relations

- **The Lynchburg City School Board opposes legislation that would provide for binding arbitration, meet-and-confer requirements, and imposed grievance procedures thus restricting the authority of school boards.**

{Virginia High School League

Acknowledging that less than two percent of the General Assembly members reviewed an agreement that affects 100 percent of Virginia's public school students, the school division requests that the General Assembly authorize the formation of a statewide advisory panel that will formally review the May 27, 2015, VHSL and LCS settlement agreement. The panel's mission will be to verify that this agreement advances the interests of Virginia public education and to recommend any changes in state law necessary to ensure these interests are upheld.}

Instruction

- **The Lynchburg City School Board continues to urge legislators to request that the United States Department of Education allow the Commonwealth of Virginia to use the state's standards of accreditation system as the sole accountability system for public schools.**
 - The school board appreciates flexibility from provisions of the Elementary and Secondary Education Act (ESEA); however, Virginia Standards of Accreditation were in place before ESEA legislation was enacted and before the ESEA Flexibility Waiver was granted. Therefore, the school board supports that Virginia's Standards of Accreditation be the sole accountability system for Virginia's public schools. The school board also supports revising the Virginia Standards of Accreditation to align with the ESEA Flexibility principles to include provisions for monitoring the achievement of major subgroups of students and establishing annual benchmarks for student growth.
- **The Lynchburg City School Board supports passage of legislation to permit each local school board to set the school calendar and determine the opening of the school year.**
- **The Lynchburg City School Board supports modifications to the requirements for the General Achievement Diploma.**
 - The current requirements include actually withdrawing the student from school after completing the 20 required credits. The requirement that the student drop

out of school may push the student further from needed resources and support. That requirement should be removed.

- **The Lynchburg City School Board supports continued priority funding for Career and Technical Education classroom lab equipment, course opportunities, instructional resources, and program improvement in order to prepare students for a competitive workforce and further education.**
 - Under the Virginia Standards of Accreditation, high schools are expected to offer a minimum of three career and technical programs to meet students' needs. Most high schools in the state have multiple labs that must be updated with new technology on a regular basis. Under the present funding level, local and federal funds support the largest percentages of CTE equipment resources.
- **The Lynchburg City School Board supports increased funding to modernize and expand capacity of Career and Technical Education equipment and to teach and apply STEM initiatives and performances-based, problem-solving processes for all students. Funding is also sought to expand and enhance the instructional resources and opportunities in these programs.**
- **The Lynchburg City School Board supports legislation to increase the number and grade levels of students approved for access to expedited retakes of SOL exams.**
- **The Lynchburg City School Board supports legislation that would allow school divisions the flexibility to choose the best e-learning device for students that could be used for instruction and for online testing.**

Funding

- **The Lynchburg City School Board supports legislation that would provide the necessary state funding for increased compensation for its teachers.**
 - Teachers throughout the Commonwealth deserve salaries commensurate with their duties and the average national salary for teachers.
- **The Lynchburg City School Board supports legislation establishing incentives to encourage students to consider teaching as a career and to keep teachers trained in Virginia colleges in the Commonwealth.**
 - As the pool of qualified teacher candidates decreases, teacher recruitment becomes increasingly challenging. Incentives such as those offered in North Carolina (see <http://www.ncpublicschools.org/scholarships/>) may encourage students to consider teaching as a career and may also encourage veteran teachers to remain in the profession and stay in Virginia. Efforts to increase the pool of qualified teachers would benefit all school divisions in the state.

- **The Lynchburg City School Board supports legislation which requires both public and private pre-kindergarten programs that use public tax dollars meet the same standards required of local school boards and school divisions.**
- **The Lynchburg City School Board urges the General Assembly to eliminate the Federal Revenue Deduction from the Basic Aid formula.**
- **The Lynchburg City School Board is appreciative of the Virginia General Assembly's support for many of the Standards of Quality (SOQ). The school board understands and is aware of the present financial downturn, but still believes that the SOQ are needed in order to meet the prescribed requirements for a quality education for each student in the school division. Thus the school board supports the legislation that funds the following:**
 - one principal at every elementary school,
 - an assistant principal for every 400 students in grades K-12
 - reduced caseloads for speech-language pathologist (from 68 to 60 students)
 - one full-time instructional position for each 1,000 students to serve as a reading specialist
 - one full-time counselor for each 250 students as prescribed by the American School Counselor Association National Model
 - In addition to supporting funding for these modifications, the Lynchburg City School Board requests funding for one testing coordinator for every 1,000 students.
- **The Lynchburg City School Board supports legislation that fully funds the educational costs of students with disabilities.**
- **The Lynchburg City School Board supports legislation to provide additional funds to maintain alternative education opportunities for students at all levels who would benefit from non-traditional programs housed in smaller, highly structured environments.**
- **The Lynchburg City School Board supports the Virginia General Assembly's effort to provide funding for the improvement of aging schools through *School Construction Grants* thereby allowing for the implementation of instructional improvements. The School Board also supports legislation which would increase the level of support provided through consistent funding sources.**
- **The Lynchburg City School Board supports legislation that would maintain the level of funding provided through the *Literary Fund* for the renovation and construction of public school buildings. The current funding application process must be shortened so that funds are available to localities more quickly.**
- **The Lynchburg City School Board opposes federal or state legislation that would create or expand private school voucher programs.**

- Private school vouchers and tuition tax credits undermine public education by diverting dwindling education tax dollars from public schools to subsidize the tuition of private school students. There is no reliable data to suggest that private schools outperform public schools when adjusting for differences in student populations. Additionally, Virginia public schools are required to meet accountability measured under the state's accreditation system through the Standards of Learning and the federal Adequate Yearly Progress under the *No Child Left Behind Act*, now known as the *Elementary and Secondary Education Act*. In using public funds, private school voucher programs do not use public accountability standards, do not make achievement and budget information public, and do not have to meet the standards of equity and special services provided in public schools.

Lynchburg City School Board

Mary Ann Hoss, Chairman
J. Marie Waller, Vice Chairman
Sharon Y. Carter
James E. Coleman
Regina T. Dolan-Sewell
Michael J. Nilles
Derek L. Polley
Jennifer R. Poore
Katie K. Snyder

School Administration

Scott S. Brabrand, Superintendent
John C. McClain, Assistant Superintendent Student Learning and Success
Ben W. Copeland, Assistant Superintendent for Operations and Administration
Anthony E. Beckles, Sr., Chief Financial Officer
Marie F. Gee, Director of Personnel

Agenda Report

Date: 10/20/15

Agenda Number: H-4

Attachments: Yes

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

Subject: Lynchburg City School Board Policy Updates

Summary/Description:

The Virginia School Boards Association (VSBA) sent new policy revisions for September 2015. The attached policy BDD – Electronic Participation in Meetings from Remote Locations has been reviewed by legal counsel and reflects the latest changes in state and federal laws and regulations.

Disposition: Action
 Information
 Action at Meeting on: 11/03/15

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on November 3, 2015.

ELECTRONIC PARTICIPATION IN MEETINGS
FROM REMOTE LOCATIONS

Except as provided hereafter, the School Board ~~shall~~ *{does}* not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other communication means where the members are not physically assembled.

I. Quorum Physically Assembled

A School Board member may participate in a meeting through electronic communication means from a remote location that is not open to the public:

1. if, on or before the day of a meeting, the School Board member notifies the chair of the School Board that he or she is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, and the School Board
 - a. approves the member's participation by a majority vote of the members present at a meeting and
 - b. records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.

In deciding whether or not to approve a Board member's request to participate from a remote location, the Board shall not consider the identity of the member making the request or the matters that will be considered or voted on at the meeting.

If a Board member's participation from a remote location is disapproved, such disapproval will be recorded in the minutes with specificity.

Such participation by a School Board member shall be limited each calendar year to two meetings or 25 percent of the meetings of the School Board, whichever is fewer; or

2. if a School Board member notifies the School Board chair that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the School Board records this fact and the remote location from which the member participated in its minutes.

A School Board member may participate in a meeting by electronic means pursuant to this section only when:

- a quorum of the School Board is physically assembled at the primary or central meeting location; and

- the School Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

II. Quorum Not Physically Assembled

The School Board may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, provided

- the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location, and
- the purpose of the meeting is to address the emergency.

If it holds a meeting pursuant to this section, the School Board shall

- give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the School Board;
- make arrangements for public access to the meeting;
- make available to the public, at the time of the meeting, agenda packets and all materials, unless exempt, that will be distributed to members of the School Board and that have been made available to the School Board's staff in sufficient time for duplication and forwarding to all locations at which public access will be provided;
- record minutes of the meeting in accordance with Policy BDDG Minutes; and
- record in the minutes votes taken by name in roll-call fashion.

The *{For any meeting conducted pursuant to this section, the}* nature of the emergency, the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the meeting. *{In addition, at such meetings the School Board will make available to the public a public comment form prepared by the Virginia Freedom of Information Advisory Council.}*

III. Reporting

4- If the School Board meets by electronic means, it shall make a written report of the following to the Virginia Freedom of Information Advisory Council and the Joint Commission on Technology and Science by December 15 of each year:

- the total number of electronic communication meetings held that year
- the dates and purposes of the meetings
- a copy of the agenda for each meeting
- the number of sites for each meeting
- the types of electronic communication means by which the meetings were held

- the number of participants, including members of the public, at each meeting location
- the identity of the members of the School Board recorded as absent and those recorded as present at each meeting location
- a summary of any public comment received about the electronic communication meetings
- a summary of the School Board's experience using electronic communication meetings, including its logistical and technical experience

~~2. At any meeting at which any member of the School Board participates electronically, the School Board will make copies of the public comment form prepared by the Virginia Freedom of Information Advisory Council available to the public.~~

Adopted: June 4, 2013

Revised: May 6, 2014

Revised: September 16, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3708, 2.2-3708.1, 2.2-3710.

Cross Ref.: BDDG Minutes