



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

Lynchburg City School Board

Robert O. Brennan
School Board District 1

Sharon Y. Carter
School Board District 2

James E. Coleman, Jr.
School Board District 3

Charleta F. Mason
School Board District 2

Susan D. Morrison
School Board District 1

Michael J. Nilles
School Board District 3

Derek L. Polley
School Board District 1

Katie K. Snyder
School Board District 3

Kimberly A. Sinha
School Board District 2

School Administration

Larry A. Massie
Acting 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
November 7, 2017 5:30 p.m.
School Administration Building
Board Room

A. PUBLIC COMMENTS

- 1. Public Comments
 - Michael J. Nilles.Page 1
 - Discussion/Action (30 Minutes)

B. SPECIAL PRESENTATION

- 1. Governor's Award for Excellence and Innovation in Education
 - Larry A. Massie.Page 2
 - Discussion

C. FINANCE REPORT

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

D. CONSENT AGENDA

- 1. School Board Meeting Minutes: October 11, 2017 (Special Meeting)
October 17, 2017 (Regular Meeting)
October 19, 2017 (Student Discipline
Committee Meeting)
- 2. Personnel Report
 - Marie F. Gee.Page 8
 - Discussion/Action

E. STUDENT REPRESENTATIVE COMMENTS

F. SCHOOL BOARD COMMITTEE REPORT

G. UNFINISHED BUSINESS

- 1. School Board Governance Norms and Protocols
 - Michael J. Nilles.Page 10
 - Discussion/Action

2. Dates, Meeting Time, and Location for the School Board Meetings: 2017-18
Larry A. MassiePage 15
Discussion/Action

H. NEW BUSINESS

1. Special Education Advisory Committee: 2017-18
John C. McClain.Page 16
Discussion

2. Virginia Tiered Systems of Support Grant Cohort 4: Implementation Phase 2017-18
Ben W. Copeland.Page 18
Discussion

I. SUPERINTENDENT’S COMMENTS

J. BOARD COMMENTS

K. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, November 21, 2017, 5:00 p.m.
Board Room, School Administration Building

L. ADJOURNMENT

Agenda Report

Date: 11/07/17

Agenda Number: A-1

Attachments: No

From: Michael J. Nilles, School Board Chairman

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: 11/07/17

Agenda Number: B-1

Attachments: No

From: Larry A. Massie, Acting Superintendent

Subject: Governor's Award for Excellence and Innovation in Education

Summary/Description:

On October 26, 2017, Mrs. Karen S. Nelson, principal of Perrymont Elementary School, was presented with the Governor's Award for Excellence and Innovation in Education in the area of Closing the Achievement Gap. There were 13 recipients out of more than 120 nominations who received awards in five categories. The categories are: Closing the Achievement Gap, Community Partnerships and Collaboration, Innovation in Education, Preparing Students for the New Virginia Economy, and Supporting School Readiness.

The initiative recognizes outstanding educators and leaders, schools, divisions, and community partners across the five categories. Governor McAuliffe stated that, "Over the last four years, my administration has worked hard to reduce the achievement gap, improve accountability, expand opportunities for career exposure and experiential learning in our public schools. These individuals, schools, divisions, and partners are at the forefront of that effort..."

The school board will recognize Mrs. Nelson for her outstanding work and dedication to students who attend the Lynchburg City Schools, and specifically, Perrymont Elementary School.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 11/07/17

Agenda Number: C-1

Attachments:

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

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the FY2017-18 school operating budget, authorized, approved, and processed the necessary payments through September 30, 2017. 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, 2017 for the operating fund.

Total Operating Fund Budget		\$ 95,324,667.00
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Through September 30, 2017

Actual Revenue Received	\$ 16,166,055.02
Actual Expenditures	\$ 18,585,759.36
Actual Encumbered	\$ 66,068,753.43

Percent of Budget Received	16.96%
Percent of Budget Used, excluding encumbrances	19.50%

As of 9/30/17 – 3 months	25.00%
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The revenue and expenditure reports detail the transactions recorded through September 30, 2017. 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 Revenue
 For the Month Ending
 September 30, 2017

ACCOUNT TITLE	FY 2016-17				FY 2017-18			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(10,837,193.00)	(10,590,644.26)	(246,548.74)	97.72%	(10,614,314.00)	(1,847,462.64)	(8,766,851.36)	17.41%
240202 BASIC SCHOOL AID	(21,878,492.00)	(21,971,533.00)	93,041.00	100.43%	(21,769,498.00)	(5,442,374.52)	(16,327,123.48)	25.00%
240207 GIFTED & TALENTED	(246,173.00)	(245,546.00)	(627.00)	99.75%	(243,593.00)	(60,898.26)	(182,694.74)	25.00%
240208 REMEDIAL EDUCATION	(1,492,427.00)	(1,488,621.00)	(3,806.00)	99.74%	(1,476,782.00)	(369,195.48)	(1,107,586.52)	25.00%
240208 REMEDIAL EDUCATION	(161,164.00)	(164,036.00)	2,872.00	101.78%	(164,036.00)	0.00	(164,036.00)	0.00%
SUPPL LOTTERY PER PUPIL ALLOCATIO	(268,842.00)	(268,873.00)	31.00	100.01%	(1,391,118.00)	0.00	(1,391,118.00)	0.00%
COMPENSATION SUPPLEMENT	(360,828.00)	0.00	(360,828.00)	0.00%	(231,552.00)	(57,888.24)	(173,663.76)	25.00%
240212 SPECIAL ED SOQ	(2,841,252.00)	(2,834,007.00)	(7,245.00)	99.75%	(2,811,468.00)	(702,867.00)	(2,108,601.00)	25.00%
240217 VOCATIONAL ED SOQ	(405,161.00)	(404,127.00)	(1,034.00)	99.74%	(400,913.00)	(100,228.26)	(300,684.74)	25.00%
240221 SOC SEC-INSTR	(1,461,655.00)	(1,457,928.00)	(3,727.00)	99.75%	(1,446,333.00)	(361,583.25)	(1,084,749.75)	25.00%
240223 VRS INSTRUCTIONAL	(3,015,625.00)	(3,007,936.00)	(7,689.00)	99.75%	(3,324,028.00)	(831,007.02)	(2,493,020.98)	25.00%
240241 GROUP LIFE INST	(97,444.00)	(97,195.00)	(249.00)	99.74%	(96,422.00)	(24,105.48)	(72,316.52)	25.00%
240228 READING INTERVENTN	(185,114.00)	(207,993.00)	22,879.00	112.36%	(205,913.00)	0.00	(205,913.00)	0.00%
240205 CAT-REG FOSTER	(74,203.00)	(178,329.90)	104,126.90	240.33%	(190,250.00)	0.00	(190,250.00)	0.00%
240246 CAT-HOMEBOUND	(107,771.00)	(108,062.68)	291.68	100.27%	(110,224.00)	0.00	(110,224.00)	0.00%
240248 REGIONAL TUITION	(1,004,113.00)	(1,004,586.03)	473.03	100.05%	(1,011,481.00)	0.00	(1,011,481.00)	0.00%
240265 AT RISK SOQ	(1,502,539.00)	(1,498,543.00)	(3,996.00)	99.73%	(1,489,206.00)	(289,163.25)	(1,200,042.75)	19.42%
240309 ESL	(156,955.00)	(149,127.00)	(7,828.00)	95.01%	(154,875.00)	(38,718.75)	(116,156.25)	25.00%
240281 AT RISK 4 YR OLDS	(944,193.00)	(936,390.00)	(7,803.00)	99.17%	(932,488.00)	0.00	(932,488.00)	0.00%
240252 CTE EQUIPMENT	0.00	(23,334.15)	23,334.15	0.00%	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(52,654.00)	(35,205.00)	(17,449.00)	66.86%	(57,895.00)	0.00	(57,895.00)	0.00%
MATH/READING INSTR SPECIALISTS	(42,665.00)	0.00	(42,665.00)	0.00%	(20,502.00)	0.00	(20,502.00)	0.00%
EARLY READING SPECIALISTS INITIATIVE	(41,476.00)	(30,117.00)	(11,359.00)	72.61%	0.00	0.00	0.00	0.00%
240275 PRIMARY CLASS SIZE	(1,956,675.00)	(1,899,533.00)	(57,142.00)	97.08%	(1,915,875.00)	0.00	(1,915,875.00)	0.00%
240214 TEXTBOOKS	(563,019.00)	(561,584.00)	(1,435.00)	99.75%	(557,117.00)	(139,279.26)	(417,837.74)	25.00%
240405 ALGEBRA READINESS	(141,003.00)	(145,275.00)	4,272.00	103.03%	(143,036.00)	0.00	(143,036.00)	0.00%
PROJECT GRADUATION	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
COMMONWEALTH OF VA	(49,838,636.00)	(49,308,526.02)	(530,109.98)	98.94%	(50,758,919.00)	(10,264,771.41)	(40,494,147.59)	20.22%
330212 IMPACT AIDPL81-874	(8,000.00)	(12,070.02)	4,070.02	150.88%	(8,500.00)	(922.39)	(7,577.61)	10.85%
180303 MEDICAID REIMBURSE	(680,000.00)	(708,470.91)	28,470.91	104.19%	(350,000.00)	(23,335.54)	(326,664.46)	6.67%
JR ROTC	(105,000.00)	(126,079.57)	21,079.57	120.08%	(105,000.00)	(9,796.20)	(95,203.80)	9.33%
FEDERAL	(793,000.00)	(846,620.50)	53,620.50	106.76%	(463,500.00)	(34,054.13)	(429,445.87)	7.35%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Month Ending
 September 30, 2017

	FY 2016-17 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	FY 2017-18 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(40,854,039.00)	(40,854,039.00)	0.00	100.00%	(42,028,498.00)	(5,500,000.00)	(36,528,498.00)	13.09%
510500 FUND BALANCE RETURN	(567,779.00)	(567,779.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
HEALTH INSURANCE RESERVE	(1,300,000.00)	(1,300,000.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
510500 USE OF CIP FUNDS	(500,000.00)	(500,000.00)	0.00	100.00%	0.00	0.00	0.00	#DIV/0!
CITY	(43,221,818.00)	(43,221,818.00)	0.00	100.00%	(42,028,498.00)	(5,500,000.00)	(36,528,498.00)	13.09%
189912 MISC REV/OTH FUNDS	(101,566.00)	(70,252.44)	(31,313.56)	69.17%	(75,000.00)	(8,870.88)	(66,129.12)	11.83%
180303 REBATES & REFUNDS	(20,000.00)	(16,768.83)	(3,231.17)	83.84%	(86,250.00)	(9,426.00)	(76,824.00)	10.93%
189903 DONATIONS & SP GF	(1,000.00)	(1,400.00)	400.00	100.00%	0.00	0.00	0.00	0.00%
189909 SALE OTHER EQUIP	(3,000.00)	(9,237.00)	6,237.00	307.90%	(3,000.00)	(7,500.00)	4,500.00	250.00%
189910 INSURANCE ADJUST	(52,441.99)	(87,858.72)	35,416.73	167.54%	(100,000.00)	(26,189.79)	(73,810.21)	26.19%
E RATE REIMBURSEMENT	(115,500.00)	(77,035.24)	(38,464.76)	66.70%	(115,500.00)	(17,119.68)	(98,380.32)	14.82%
TRANSFER IN/OUT	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
MISCELLANEOUS	(293,507.99)	(262,552.23)	(30,955.76)	89.45%	(379,750.00)	(69,106.35)	(310,643.65)	18.20%
150201 RENTS	(123,000.00)	(155,250.06)	32,250.06	126.22%	(123,000.00)	(123,000.00)	0.00	100.00%
161201 TUITION DAY SCHOOL	(100,000.00)	(85,936.73)	(14,063.27)	85.94%	(80,000.00)	(50,917.41)	(29,082.59)	63.65%
161206 TUITION ADULT	(11,000.00)	(15,472.50)	4,472.50	140.66%	(20,000.00)	(4,290.00)	(15,710.00)	21.45%
161207 TUITION SUMMER SCH	(25,000.00)	(39,815.50)	14,815.50	159.26%	(25,000.00)	(41,342.53)	16,342.53	165.37%
161202 SPEC PUPIL FEES	(35,000.00)	(25,770.22)	(9,229.78)	73.63%	(31,000.00)	(672.00)	(30,328.00)	2.17%
161205 BUS RENTAL	(325,000.00)	(494,424.69)	169,424.69	152.13%	(325,000.00)	(55,309.80)	(269,690.20)	17.02%
190101 TUIT FM OTH CO/CY	(400,000.00)	(777,654.02)	377,654.02	194.41%	(500,000.00)	0.00	(500,000.00)	0.00%
161201 DUAL ENROLLMENT	(125,000.00)	(143,800.32)	18,800.32	115.04%	(185,000.00)	0.00	(185,000.00)	0.00%
PRINT SHOP	(65,000.00)	(64,519.21)	(480.79)	99.26%	(65,000.00)	(915.30)	(64,084.70)	1.41%
SCHOOL NUT UTILITIES	(90,000.00)	(85,578.33)	(4,421.67)	95.09%	(90,000.00)	0.00	(90,000.00)	0.00%
FACILITY RENTALS	(50,000.00)	(83,792.37)	33,792.37	167.58%	(50,000.00)	(19,262.50)	(30,737.50)	38.53%
INDIRET COSTS	0.00	0.00	0.00	0.00%	(200,000.00)	(2,413.59)	(197,586.41)	1.21%
CHARGES FOR SERVICES	(1,349,000.00)	(1,972,013.95)	623,013.95	146.18%	(1,694,000.00)	(298,123.13)	(1,395,876.87)	17.60%
DESIGNATION - ENCUMBRANCES	(121,556.00)	0.00	(121,556.00)	0.00%	0.00	0.00	0.00	0.00%
TOTAL OPERATING FUND	(95,617,517.99)	(95,611,530.70)	(5,987.29)	99.99%	(95,324,667.00)	(16,166,055.02)	(79,158,611.98)	16.96%

Original budget	\$93,056,175.00
Prior Year Encumbrance	\$ 121,556.00
Restricted Donation Received	\$ 1,000.00
Insurance Proceeds	\$ 49,441.99
Health Insurance Reserve	\$ 1,300,000.00
Regional Tuition	\$ 190,000.00
Medicaid	\$ 330,000.00
Registration fees for VSBA	\$ 1,566.00
Fund Balance Return	\$ 567,779.00

Original budget \$ 95,324,667.00

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ending
 September 30, 2017

		Fiscal Year 2017-18					
		BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
INSTRUCTION							
FUNCTION 1100	CLASSROOM INSTRUCTION						
	Personnel	50,527,731.98	8,397,623.59	16.62%	39,713,312.97	2,416,795.42	95.22%
	Other	4,058,254.52	508,614.10	12.53%	381,644.40	3,167,996.02	21.94%
FUNCTION 1200	INST SUPPORT-STUDENT						
	Personnel	3,645,652.25	648,460.95	17.79%	2,736,996.90	260,194.40	92.86%
	Other	157,458.73	4,153.74	2.64%	9,628.15	143,676.84	8.75%
FUNCTION 1300	INST SUPPORT-STAFF						
	Personnel	4,172,330.16	854,369.10	20.48%	3,142,776.60	175,184.46	95.80%
	Other	1,625,792.75	126,145.22	7.76%	60,302.89	1,439,344.64	11.47%
FUNCTION 1400	INST SUPPORT-SCHOOL ADMN						
	Personnel	5,611,928.51	1,287,708.15	22.95%	4,216,234.89	107,985.47	98.08%
	Other	153,696.97	14,386.93	9.36%	43,167.50	96,142.54	37.45%
TOTAL INSTRUCTION		69,952,845.87	11,841,461.78	16.93%	50,304,064.30	7,807,319.79	88.84%
ADMINISTRATION							
FUNCTION 2100	ADMINISTRATION						
	Personnel	3,268,996.13	708,566.04	21.68%	1,877,057.44	683,372.65	79.10%
	Other	1,309,287.81	300,339.11	22.94%	615,003.78	393,944.92	69.91%
FUNCTION 2200	ATTENDANCE & HEALTH SERV						
	Personnel	1,724,801.30	309,844.90	17.96%	1,430,348.60	(15,392.20)	100.89%
	Other	71,131.50	19,960.12	28.06%	16,203.07	34,968.31	50.84%
TOTAL ADMINISTRATION		6,374,216.74	1,338,710.17	21.00%	3,938,612.89	1,096,893.68	82.79%
PUPIL TRANSPORTATION							
FUNCTION 3100	MANAGEMENT & DIRECTION						
	Personnel	340,170.25	94,160.56	27.68%	255,043.86	(9,034.17)	102.66%
	Other	21,582.50	9,425.46	43.67%	4,152.52	8,004.52	62.91%
FUNCTION 3200	VEHICLE OPERATION SERVICE						
	Personnel	2,744,494.11	485,502.31	17.69%	1,729,159.55	529,832.25	80.69%
	Other	724,466.60	306,525.62	42.31%	70,618.91	347,322.07	52.06%
FUNCTION 3300	MONITORING SERVICE						
	Personnel	441,725.48	81,835.48	18.53%	332,999.60	26,890.40	93.91%
FUNCTION 3400	VEHICLE MAINT SERVICE						
	Personnel	361,357.74	90,178.84	24.96%	257,907.60	13,271.30	96.33%
	Other	381,750.00	70,896.35	18.57%	274,566.94	36,286.71	90.49%
FUNCTION 3500	BUS PURCHASE - REGULAR						
	Other	0.00	444,370.00	0.00%	563,608.00	(1,007,978.00)	Prior Year PO for buses
TOTAL PUPIL TRANSPORTATION		5,015,546.68	1,582,894.62	31.56%	3,488,056.98	(55,404.92)	101.10%
OPERATIONS & MAINTENANCE							
FUNCTION 4100	MANAGEMENT & DIRECTION						
	Personnel	287,033.93	72,102.47	25.12%	216,307.08	(1,375.62)	100.48%
	Other	84,000.00	13,284.85	15.82%	65,055.75	5,659.40	93.26%

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ending
 September 30, 2017

FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,429,393.73	1,128,272.77	25.47%	3,055,966.40	245,154.56	94.47%
	Other	4,886,855.00	1,153,681.00	23.61%	2,635,785.41	1,097,388.59	77.54%
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	261,735.52	56,443.17	21.56%	147,263.76	58,028.59	77.83%
	Other	35,000.00	13,501.25	38.58%	4,931.00	16,567.75	52.66%
FUNCTION 4400 EQUIPMENT SERVICES							
	Other	70,000.00	19,674.12	28.11%	5,051.56	45,274.32	35.32%
FUNCTION 4500 VEHICLE SERVICES							
	Other	42,500.00	1,999.00	4.70%	3,000.00	37,501.00	11.76%
FUNCTION 4600 SECURITY SERVICES							
	Personnel	141,013.58	23,057.56	16.35%	106,425.40	11,530.62	91.82%
	Other	347,000.00	76,647.00	22.09%	119,825.50	150,527.50	56.62%
FUNCTION 4700 WAREHOUSING SERVICES							
	Personnel	9,163.34	3,961.49	43.23%	0.00	5,201.85	43.23%
TOTAL OPERATIONS & MAINTENANCE		10,593,695.10	2,562,624.68	24.19%	6,359,611.86	1,671,458.56	84.22%
Other Non-Instructional Operations							
FUNCTION 5000 Non-Instructional Operations - Other		18,800.00	4,621.12	24.58%	0.00	14,178.88	24.58%
TOTAL Non-Instructional Operations		18,800.00	4,621.12	24.58%	0.00	14,178.88	24.58%
FACILITIES							
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	70,581.38	2,446.43	3.47%	0.00	68,134.95	3.47%
TOTAL FACILITIES		70,581.38	2,446.43	3.47%	0.00	68,134.95	3.47%
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	1,850,814.93	407,655.62	22.03%	1,298,591.68	144,567.63	92.19%
	Other	278,689.73	238,917.88	85.73%	42,023.25	(2,251.40)	100.81%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	467,852.08	111,595.68	23.85%	322,663.50	33,592.90	92.82%
	Other	698,798.49	494,831.38	70.81%	315,128.97	(111,161.86)	115.91%
FUNCTION 8500 PUPIL TRANSPORTATION							
	Other	2,826.00	0.00	0.00%	0.00	2,826.00	0.00%
TOTAL TECHNOLOGY		3,298,981.23	1,253,000.56	37.98%	1,978,407.40	67,573.27	97.95%
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		95,324,667.00	18,585,759.36	19.50%	66,068,753.43	10,670,154.21	88.81%

Agenda Report

Date: 11/07/17

Agenda Number: D-2

Attachments: Yes

From: Larry A. Massie, Acting Superintendent
Marie F. Gee, Director of Personnel

Subject: Personnel Report

Summary/Description:

The personnel recommendations for October 17 – November 7, 2017, appear as an attachment to this agenda report.

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

Recommendation:

The acting superintendent recommends that the school board approve the personnel recommendations for October 17 – November 7, 2017.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2017-2018:

Pearson Sarah	Liberty University	BA / (Lv. 0	0 yrs 3) 1 st Grade Teacher	Bedford Hills Elementary School	11-06-2017
Robertson Sarah	Radford University	MA/ (Lv. 6	6 yrs 3) Early Childhood SPED	Hutcherson ELC	11-08-2017
Wooldridge Jeremy	Liberty University	BA / (Lv. 0	0 yrs 4) Literacy Teacher	Sandusky Elementary	11-14-2017

RESIGNATIONS:

Raymond Laurel	Liberty University	EDS / (Lv. 6	6 yrs 3) Literacy Coach/Math Teacher	Dearington Elementary School	10-17-2017
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Agenda Report

Date: 11/07/17

Agenda Number: G-1

Attachments: Yes

From: Michael J. Nilles, School Board Chairman

Subject: School Board Governance Norms and Protocols

Summary/Description:

On September 22, 2017, 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 April 2016. 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.

The school board consider the School Board Governance and Protocols during this presentation.

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

Recommendation:

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

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 should be submitted to the chairman, who will then poll the board to see if there is board majority interest in adding the item to the agenda.</p> <p>Policy BDDC{-R}</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>**Add verbal statement at the beginning of public comment clarifying that comments will not receive a verbal response at the meeting.</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>

Communications between board members and the superintendent	<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>
Communications between board members and staff (including requests for information)	<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>
Assignment of committee members	<p>Volunteer, by interest. If needed, chairman will assign. Seniority given to board service.</p>
Committee reporting expectations	<p>The chairman of the committee will report at each board meeting.</p>
Responding to media inquiries	<p>The chairman, or board designee, is the official media spokesperson for the board.</p>
Use of social media	<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>
How, when and whom to notify about visiting school sites	<p>Requests for official school visits should be coordinated with the principal and superintendent Cc'd.</p>
How, when and whom to notify about volunteering in schools or at school events	<p>Board members will notify the superintendent.</p>
How, when and whom to notify about attending	<p>Encouraged. No notification required.</p>

school events (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	TBD {Annually}
When and how the board monitors and updates the comprehensive plan	Official review annually at school board retreat. Ongoing use for alignment with budget, status on progress, etc.

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.

VIOLATION 3

~~Through consensus, the chairman reports violations to Lynchburg City Council as information for its deliberation in the re-appointment process.~~

VIOLATION 4

Agenda Report

Date: 11/07/17

Agenda Number: G-2

Attachments: No

From: School Board Chairman

Subject: Dates, Meeting Time, and Location for the School Board Meetings: 2017-18

Summary/Description:

Annually, the school board establishes the meeting dates, time, and location for the regular school board meetings. On July 11, 2017, the school board established the first and third Tuesday of each month, beginning at 5:30 p.m. in the Board Room at the School Administration Building with the exception of April 3, 2018, as its meeting schedule for the 2017-18 school year.

During the school board retreat, one of the topics for discussion was to change the meeting schedule to one meeting per month. The school board agreed through consensus to this change. Further, the school board also agreed to meet on January 16, 2018, rather than January 2, 2018.

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

Recommendation:

The school board chairman recommends that the school board establish the first Tuesday of each month at 5:30 p.m. in the Board Room at the School Administration Building as the dates, time, and location for the school board meetings for the 2017-18 school year with the exception of January 2, 2018, and April 3, 2018.

Agenda Report

Date: 11/07/17

Agenda Number: H-1

Attachments: Yes

From: Larry A. Massie, Acting Superintendent
John C. McClain, Assistant Superintendent for Student Learning and Success

Subject: Special Education Advisory Committee: 2017 - 2018

Summary/Description:

State regulations governing the education of students with disabilities require the Lynchburg City School Board to appoint a Special Education Advisory Committee annually. This committee meets a minimum of four times per year. Members serve two-year terms.

The Virginia Department of Education guidelines define the role of the Special Education Advisory Committee as follows:

- To advise the school division of unmet needs in the education of students with disabilities;
- To assist the school division in the formulation and development of long-range plans designed to provide needed educational services for students with disabilities;
- To participate in the development of priorities and strategies for meeting the identified needs of students with disabilities;
- To submit periodic reports and recommendations regarding the education of students with disabilities to the division superintendent for transmission to the school board; and
- To assist the school division in interpreting plans to the community for meeting the special needs of students with disabilities.

The proposed membership appears as an attachment to this agenda report. New members are noted in bold.

Disposition: Action
 Information
 Action at Meeting on: 11/21/17

Recommendation:

The acting superintendent recommends that the school board approve the membership for the Special Education Advisory Committee for 2017-2018.

Special Education Advisory Committee (SEAC)

School Representatives:

School	Representative
Bass Elementary School	Ebony Martin
Bedford Hills Elementary	Shannon Snead
Dearington Elementary School	Vacant TBD
Heritage Elementary School	Vacant TBD
Linkhorne Elementary School	Vacant TBD
Paul Monroe Elementary School	Vacant TBD
Perrymont Elementary School	Vacant TBD
R.S. Payne Elementary School	Priscilla Clements
Sandusky Elementary School	Vacant TBD
Sheffield Elementary School	Alicia Jefferson
T.C. Miller Elementary School	Kim Hubbard
Dunbar Middle School	Vacant TBD
Linkhorne Middle School	Vacant TBD
Sandusky Middle School	Tammy Porter
Hutcherson Early Learning Center	Nicola Turner
Laurel	Vickie Jordan
E.C. Glass High School	Stephanie Early
Heritage High School	Cassandra Pressley Townes

Additional Roles:

Past Chair	Tiffany Ellis
Community Representative	Sherry Murrell
Special Education Teacher Rep.	Katharine WestHazlewood
Chair Person	Renee Maca

Lynchburg City Schools Consultants:

Wyllys D. VanDerwerker	Director of Exceptional Learners
Leticia Farrow	Coordinator of Exceptional Learners
Janenne Daniels-Bosher	Coordinator of Exceptional Learners

SEAC Public Meetings Dates for the 2017-2018 School Year

Meeting Location: Indicated in **BOLD**

Meeting Time: 6:00- 7:30pm (unless noted)

Tuesday, November 20, 2017 (PLDMSI Library)

Tuesday, February 13, 2018 (LMS Library)

Tuesday March 27, 2018 (Review of draft of Special Education Annual Plan and application for Flow Through 611 & 619 funds) (HHS Library)

Tuesday April 10, 2018 (EC Glass Library) (SEAC to receive public comment on Federal Set Aside programming and review the 2018 – 2019 Special Education Annual Plan and application for Flow Through funds)

To contact the Special Education Advisory Committee, please contact Mr. Wyllys VanDerwerker at 434.515.5030

Agenda Report

Date: 11/07/17

Agenda Number: H-2

Attachments: Yes

From: Larry A Massie, Acting Superintendent
Ben W. Copeland, Assistant Superintendent for Operations and Administration

Subject: Virginia Tiered Systems of Support Grant Cohort 4: Implementation Phase
2017-18SY

Summary/Description:

Lynchburg City Schools was awarded \$25,000.00 from The Virginia Department of Education (VDOE) for Cohort 4 of the Virginia Tiered Systems of Supports (VTSS) for the 2017-18 school year. The 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). The pilot schools for VTSS coaching are E. C. Glass High School and Linkhorne Middle School.

Disposition: Action
 Information
 Action at Meeting on: 12/05/17

Recommendation:

The acting superintendent recommends that the school board receive this agenda as an informational item and consider action at the school board meeting on December 5, 2017.

Budget:

Personnel Salary Compensation	\$3,600
Fringe Benefits and Fixed Charges	\$280
<u>Sub-total Personnel Salary Compensation:</u>	<u>\$3,880</u>
Purchased	\$3,500
Internal Purchased/Contracted Services	\$1,020
Travel Expenses	\$13,600
Materials/Supplies	\$3,000
<u>Sub-total Non-Personnel Expenses:</u>	<u>\$21,120</u>
Total	\$25,000