



Lynchburg City School Board

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

Jennifer R. Poore  
School Board District 2

Katie Snyder  
School Board District 3

J. Marie Waller  
School Board District 2

Thomas H. Webb  
School Board District 2

Charles B. White  
School Board District 1

School Administration

Scott S. Brabrand  
Superintendent

John C. McClain  
Assistant Superintendent of  
Curriculum and Instruction

Ben W. Copeland  
Assistant Superintendent of  
Operations and Administration

Anthony E. Beckles, Sr.  
Chief Financial Officer

Wendie L. Sullivan  
Clerk

**SCHOOL BOARD MEETING**  
**November 18, 2014 5:30 p.m.**  
**School Administration Building**  
**Board Room**

**A. PUBLIC COMMENTS**

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

**B. SPECIAL PRESENTATION**

- 1. American Education Week: November 17-21, 2014  
Scott S. Brabrand. . . . . Page 2  
Discussion

**C. FINANCE REPORT**

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

**D. CONSENT AGENDA**

- 1. School Board Meeting Minutes: November 4, 2014 (Regular Meeting)  
November 4, 2014 (Joint Session)
- 2. Personnel Report  
Marie F. Gee. . . . . Page 6  
Discussion/Action

**E. STUDENT REPRESENTATIVE COMMENTS**

**F. UNFINISHED BUSINESS**

- 1. E. C. Glass High School: Foreign Travel  
John C. McClain . . . . . Page 8  
Discussion/Action
- 2. Legislative Positions: 2014-15  
John C. McClain. . . . . Page 16  
Discussion/Action

**G. NEW BUSINESS**

1. Lynchburg Juvenile Detention Center Education Program  
Budget: 2014-15  
John C. McClain. . . . .Page 21  
Discussion/Action
  
2. Capital Improvement Plan: Paul Laurence Dunbar Middle  
School for Innovation  
Ben W. Copeland. . . . . Page 23  
Discussion/Action
  
3. School Operating Budget Calendar  
Anthony E. Beckles, Sr. . . . . Page 24  
Discussion/Action

**H. SUPERINTENDENT’S COMMENTS**

**I. BOARD COMMENTS**

**J. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, December 2, 2014, 5:30 p.m., Board Room, School Administration Building

**K. ADJOURNMENT**

# Agenda Report

**Date:** 11/18/14

**Agenda Number:** A-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:** 11/18/14

**Agenda Number:** B-1

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** American Education Week: November 17-21, 2014

## **Summary/Description:**

In 1921, the National Education Association representative assembly in Des Moines, Iowa, called for the designation of one week each year to be designated to public education awareness. The resolution called for an educational week to be observed in all communities once a year to inform the public of the accomplishments and needs of public schools and to secure the support of the public in meeting those needs. This resolution stemmed from the fact that in 1919, 25 percent of the country's World War I draftees were illiterate, and nine percent were physically unfit. The first observance of American Education Week occurred December 4-10, 1921, with the NEA and American Legion as cosponsors.

This year marks the 91st Annual American Education Week (AEW) spotlights the importance of providing every child in the United States with a quality public education from kindergarten through college and the need for everyone to do his or her part in making public schools great. This year, AEW will be celebrated November 17-21, 2014. The weeklong celebration spotlights the different people who are critical in building great public schools for the nation's K-12 students. Celebration days include:

- Monday – November 17, 2014: Kick Off Day
- Tuesday – November 18, 2014: Get to Know Your School Day
- Wednesday – November 19, 2014: Education Support Professionals Day
- Thursday – November 20, 2014: Educator for a Day
- Friday – November 21, 2014: Substitute Educators Day

The event's theme, "Great Public Schools: A Basic Right and Our Responsibility." The tagline represents NEA's vision of calling upon all Americans to do their part in making public schools great for every child, so that they can grow and achieve in the 21st century.

**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:** 11/18/14

**Agenda Number:** C-1

**Attachments:**

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

**Subject:**

**Summary/Description:**

The school administration, in accordance with the 2014-15 school's operating budget, authorized, approved, and processed the necessary payments through October 31, 2014. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through October 31, 2014, for the operating fund.

Total Operating Fund Budget	\$ 88,114,120.00
Restricted Donations	\$ 5,000.00
Sale of Assets, Restricted	<u>\$ 3,500.00</u>
Revised Budget	\$ 88,122,620.00

Through October 31, 2014

Actual Revenue Received	\$ 16,401,858.62
Actual Expenditures	\$ 20,719,580.80
Actual Encumbered	\$ 56,982,314.32

Percent of Budget Received	18.61%
Percent of Budget Used, excluding encumbrances	23.51%

As of 10/31/14 – 4 months 33.33%

The revenue and expenditure reports detail the transactions recorded through October 31, 2014. 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  
 October 31, 2014

	Fiscal Year 2014-15					BUDGET AVAILABLE	BUDGET % USED
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES			
<b>INSTRUCTION</b>							
FUNCTION 1100 CLASSROOM INSTRUCTION							
Personnel	46,788,069.25	7,927,798.01	16.94%	35,799,739.81	3,060,531.43		
Other	3,415,145.20	1,203,717.41	35.25%	119,321.12	2,092,106.67		
FUNCTION 1200 INST SUPPORT-STUDENT							
Personnel	3,281,195.91	805,765.35	24.56%	2,281,098.73	194,331.83		
Other	169,644.00	12,704.06	7.49%	32,032.84	124,907.10		
FUNCTION 1300 INST SUPPORT-STAFF							
Personnel	3,489,247.41	1,064,805.09	30.52%	2,547,585.30	(123,142.98)		
Other	1,477,915.21	129,433.32	8.76%	85,481.56	1,263,000.33		
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN							
Personnel	5,036,969.16	1,530,181.39	30.38%	3,380,689.23	126,098.54		
Other	119,295.00	10,700.50	8.97%	14,698.55	93,895.95		
<b>TOTAL INSTRUCTION</b>	<b>63,777,481.14</b>	<b>12,685,105.13</b>	<b>19.89%</b>	<b>44,260,647.14</b>	<b>6,831,728.87</b>		<b>89.29%</b>
<b>ADMINISTRATION</b>							
FUNCTION 2100 ADMINISTRATION							
Personnel	2,367,295.20	583,153.52	24.63%	1,209,738.89	574,402.79		
Other	1,260,841.04	388,341.40	30.80%	415,698.87	456,800.77		
FUNCTION 2200 ATTENDANCE & HEALTH SERV							
Personnel	2,652,742.17	491,534.48	18.53%	1,875,206.76	286,000.93		
Other	52,225.00	5,485.98	10.50%	3,248.95	43,490.07		
<b>TOTAL ADMINISTRATION</b>	<b>6,333,103.41</b>	<b>1,468,515.38</b>	<b>23.19%</b>	<b>3,503,893.47</b>	<b>1,360,694.56</b>		<b>78.51%</b>
<b>PUPIL TRANSPORTATION</b>							
FUNCTION 3100 MANAGEMENT & DIRECTION							
Personnel	327,926.10	105,121.59	32.06%	218,346.40	4,458.11		
Other	23,276.00	11,884.13	51.06%	1,193.00	10,198.87		
FUNCTION 3200 VEHICLE OPERATION SERVICE							
Personnel	2,619,766.00	533,216.61	20.35%	1,795,598.76	290,950.63		
Other	946,900.00	337,304.64	35.62%	43,548.56	566,046.80		
FUNCTION 3300 MONITORING SERVICE							
Personnel	398,732.57	65,474.99	16.42%	270,452.76	62,804.82		
Other	0.00	0.00	0.00%	0.00	0.00		
FUNCTION 3400 VEHICLE MAINT SERVICE							
Personnel	350,627.98	115,991.50	33.08%	223,236.80	11,399.68		
Other	381,750.00	119,908.29	31.41%	1,883.20	259,958.51		
FUNCTION 3500 BUS PURCHASE - REGULAR							
Other	0.00	0.00	0.00%	0.00	0.00		
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>5,048,978.65</b>	<b>1,288,901.75</b>	<b>25.53%</b>	<b>2,554,259.48</b>	<b>1,205,817.42</b>		<b>76.12%</b>
<b>OPERATIONS &amp; MAINTENANCE</b>							
FUNCTION 4100 MANAGEMENT & DIRECTION							
Personnel	194,667.69	66,342.96	34.08%	132,685.92	(4,361.19)		
Other	20,300.00	43,637.84	214.96%	77,167.61	(100,505.45)		

Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Month Ending  
 October 31, 2014

<b>FUNCTION 4200 BUILDING SERVICES</b>							
	Personnel	4,553,884.22	1,449,117.52	31.82%	2,654,996.67	449,770.03	
	Other	4,460,360.00	1,653,937.97	37.08%	2,175,314.28	631,107.75	
<b>FUNCTION 4300 GROUNDS SERVICES</b>							
	Personnel	245,101.40	75,289.63	30.72%	157,039.04	12,772.73	
	Other	129,000.00	22,351.62	17.33%	8,290.00	98,358.38	
<b>FUNCTION 4400 EQUIPMENT SERVICES</b>							
	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	62,500.00	58,925.36	94.28%	509.99	3,064.65	
<b>FUNCTION 4500 VEHICLE SERVICES</b>							
	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	25,000.00	15,604.30	62.42%	1,241.50	8,154.20	
<b>FUNCTION 4600 SECURITY SERVICES</b>							
	Personnel	165,445.67	4,578.73	2.77%	15,466.00	145,400.94	
	Other	334,002.00	44,655.47	13.37%	57,732.47	231,614.06	
<b>FUNCTION 4700 WAREHOUSING SERVICES</b>							
	Personnel	8,482.29	6,497.70	76.60%	0.00	1,984.59	
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>		<b>10,198,743.27</b>	<b>3,440,939.10</b>	<b>33.74%</b>	<b>5,280,443.48</b>	<b>1,477,360.69</b>	<b>85.51%</b>
<b>Other Non-Instructional Operations</b>							
FUNCTION 5000 Non-Instructional Operations - Other		25,439.48	5,433.11	21.36%	1,905.80	18,100.57	
<b>TOTAL Non-Instructional Operations</b>		<b>25,439.48</b>	<b>5,433.11</b>	<b>21.36%</b>	<b>1,905.80</b>	<b>18,100.57</b>	<b>28.85%</b>
<b>FACILITIES</b>							
FUNCTION 6200 SITE IMPROVEMENTS		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	22,178.34	2,756.63	12.43%	0.00	19,421.71	
	Other	20,000.00	9,956.00	49.78%	5,812.50	4,231.50	
<b>TOTAL FACILITIES</b>		<b>42,178.34</b>	<b>12,712.63</b>	<b>30.14%</b>	<b>5,812.50</b>	<b>23,653.21</b>	<b>43.92%</b>
<b>DEBT SERVICE</b>							
FUNCTION 7100 DEBT SERVICE - Other		0.00	0.00	0.00%	0.00	0.00	
<b>TOTAL DEBT SERVICE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TECHNOLOGY</b>							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,504,306.92	477,728.91	31.76%	1,032,095.86	(5,517.85)	
	Other	222,005.49	699,819.69	315.23%	15,498.80	(493,313.00)	
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	394,238.79	86,749.30	22.00%	175,484.32	132,005.17	
	Other	576,144.51	553,675.80	96.10%	152,273.47	(129,804.76)	
<b>TOTAL TECHNOLOGY</b>		<b>2,696,695.71</b>	<b>1,817,973.70</b>	<b>67.41%</b>	<b>1,375,352.45</b>	<b>(496,630.44)</b>	<b>118.42%</b>
<b>CONTINGENCY RESERVES</b>							
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	
<b>TOTAL CONTINGENCY RESERVES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TOTAL OPERATING BUDGET</b>		<b>88,122,620.00</b>	<b>20,719,580.80</b>	<b>23.51%</b>	<b>56,982,314.32</b>	<b>10,420,724.88</b>	<b>88.17%</b>

FY2014-2015 REVISED REVENUE BUDGET  
AS of October 31, 2014

ACCOUNT TITLE	ORIGINAL	REVISED	YTD TRANSACTIONS	BUDGET BALANCE	%	CHANGE BETWEEN ORG & REVISED REV BUDGET INCREASE (DECREASE)
	REVENUE BUDGET As of 7/1/2014	REVENUE BUDGET As of 10/31/2014				
<b>COMMONWEALTH OF VA REVENUE</b>						
240308 SALES TAX RECEIPTS	(9,950,157.00)	(9,950,157.00)	(2,536,482.92)	(7,413,674.08)	25.49%	0.00
240202 BASIC SCHOOL AID	(21,651,824.00)	(21,651,824.00)	(7,217,274.64)	(14,434,549.36)	33.33%	0.00
240207 GIFTED & TALENTED	(240,997.00)	(240,997.00)	(80,332.32)	(160,664.68)	33.33%	0.00
240208 REMEDIAL EDUCATION	(1,292,157.00)	(1,292,157.00)	(430,719.00)	(861,438.00)	33.33%	0.00
240208 REMEDIAL EDUCATION	(123,629.00)	(123,629.00)	(15,453.63)	(108,175.37)	12.50%	0.00
240212 SPECIAL ED SOQ	(2,794,545.00)	(2,794,545.00)	(931,515.00)	(1,863,030.00)	33.33%	0.00
240217 VOCATIONAL ED SOQ	(225,615.00)	(225,615.00)	(75,205.00)	(150,410.00)	33.33%	0.00
240221 SOC SEC-INSTR	(1,404,964.00)	(1,404,964.00)	(468,321.36)	(936,642.64)	33.33%	0.00
240223 VRS INSTRUCTIONAL	(2,861,204.00)	(2,861,204.00)	(953,734.64)	(1,907,469.36)	33.33%	0.00
240241 GROUP LIFE INST	(87,169.00)	(87,169.00)	(29,056.32)	(58,112.68)	33.33%	0.00
240228 READING INTERVENTN	(168,326.00)	(168,326.00)	0.00	(168,326.00)	0.00%	0.00
240205 CAT-REG FOSTER	(71,041.00)	(71,041.00)	0.00	(71,041.00)	0.00%	0.00
240246 CAT-HOMEBOUND	(208,242.00)	(208,242.00)	(5,885.38)	(202,356.62)	2.83%	0.00
240248 REGIONAL TUITION	(766,658.00)	(766,658.00)	0.00	(766,658.00)	0.00%	0.00
240265 AT RISK SOQ	(1,439,822.00)	(1,439,822.00)	0.00	(1,439,822.00)	0.00%	0.00
240309 ESL	(117,708.00)	(117,708.00)	0.00	(117,708.00)	0.00%	0.00
330213 SCHOOL LUNCH	0.00	0.00	0.00	0.00	0.00%	0.00
240281 AT RISK 4 YR OLDS	(1,059,219.00)	(1,059,219.00)	0.00	(1,059,219.00)	0.00%	0.00
240218 CTE - ADULT ED	(19,175.00)	(19,175.00)	0.00	(19,175.00)	0.00%	0.00
240252 CTE EQUIPMENT	0.00	0.00	0.00	0.00	0.00%	0.00
240253 CTE EDUCATION	(42,990.00)	(42,990.00)	0.00	(42,990.00)	0.00%	0.00
SUPPLEMENTAL SUPPORT	0.00	0.00	0.00	0.00	0.00%	0.00
ADDITIONAL STATE SUPPORT	(40,267.00)	(40,267.00)	0.00	(40,267.00)	0.00%	0.00
EARLY READIG SPECIALISTS INITIAT	0.00	0.00	0.00	0.00	0.00%	0.00
240275 PRIMARY CLASS SIZE	(1,707,979.00)	(1,707,979.00)	0.00	(1,707,979.00)	0.00%	0.00
240214 TEXTBOOKS	(493,378.00)	(493,378.00)	(164,459.36)	(328,918.64)	33.33%	0.00
SALARY SUPPLEMENT	0.00	0.00	0.00	0.00	0.00%	0.00
240203 GED/ISAP	0.00	0.00	0.00	0.00	0.00%	0.00
240405 ALGEBRA READINESS	(139,687.00)	(139,687.00)	0.00	(139,687.00)	0.00%	0.00
<b>COMMONWEALTH OF VA</b>	<b>(46,906,753.00)</b>	<b>(46,906,753.00)</b>	<b>(12,908,439.57)</b>	<b>(33,998,313.43)</b>	<b>27.52%</b>	<b>0.00</b>
<b>FEDERAL REVENUE</b>						
330201 BASIC ADULT ED.	0.00	0.00	0.00	0.00	0.00%	0.00
330212 IMPACT AIDPL81-874	(6,000.00)	(6,000.00)	(117.33)	(5,882.67)	1.96%	0.00
180303 MEDICAID REIMBURSE	(300,000.00)	(300,000.00)	(51,262.32)	(248,737.68)	17.09%	0.00
JR ROTC	(120,000.00)	(120,000.00)	(16,712.56)	(103,287.44)	13.93%	0.00
<b>FEDERAL</b>	<b>(426,000.00)</b>	<b>(426,000.00)</b>	<b>(68,092.21)</b>	<b>(357,907.79)</b>	<b>15.98%</b>	<b>0.00</b>
<b>CITY APPROPRIATIONS</b>						
510500 CITY OPER APPR	(38,924,147.00)	(38,924,147.00)	(3,000,000.00)	(35,924,147.00)	7.71%	0.00
510500 FUND BALANCE RETURN	0.00	0.00	0.00	0.00	100.00%	0.00
510500 USE OF RESERVES	0.00	0.00	0.00	0.00	0.00%	0.00
510502 CITY DEBT SERV APP	0.00	0.00	0.00	0.00	0.00%	0.00
<b>CITY</b>	<b>(38,924,147.00)</b>	<b>(38,924,147.00)</b>	<b>(3,000,000.00)</b>	<b>(35,924,147.00)</b>	<b>7.71%</b>	<b>0.00</b>
<b>MISCELLANEOUS REVENUE</b>						
189912 MISC REV/OTH FUNDS	0.00	(12,000.00)	(11,158.45)	(841.55)	100.00%	12,000.00
180303 REBATES & REFUNDS	(30,000.00)	(30,000.00)	(12,209.12)	(17,790.88)	40.70%	0.00
189903 DONATIONS & SP GF	(5,000.00)	(5,000.00)	(5,000.00)	0.00	0.00%	0.00
189909 SALE OTHER EQUIP	(3,500.00)	(14,000.00)	(13,795.02)	(204.98)	0.00%	10,500.00
189910 INSURANCE ADJUST	(3,000.00)	(4,000.00)	(3,207.96)	(792.04)	80.20%	1,000.00
189912 OTHER FUNDS	0.00	0.00	0.00	0.00	0.00%	0.00
E RATE REIMBURSEMENT	(120,000.00)	(120,000.00)	(74,459.47)	(45,540.53)	62.05%	0.00
TRANSFER IN/OUT	0.00	0.00	0.00	0.00	0.00%	0.00
<b>MISCELLANEOUS</b>	<b>(161,500.00)</b>	<b>(185,000.00)</b>	<b>(119,830.02)</b>	<b>(65,169.98)</b>	<b>64.77%</b>	<b>23,500.00</b>
<b>CHARGES FOR SERVICES</b>						
150201 RENTS	(118,000.00)	(118,000.00)	(123,000.00)	5,000.00	104.24%	0.00
161201 TUITION DAY SCHOOL	(110,000.00)	(110,000.00)	(33,022.25)	(76,977.75)	30.02%	0.00
161206 TUITION ADULT	(18,000.00)	(18,000.00)	0.00	(18,000.00)	0.00%	0.00
161207 TUITION SUMMER SCH	(25,000.00)	(25,000.00)	0.00	(25,000.00)	0.00%	0.00
161202 SPEC PUPIL FEES	(40,000.00)	(40,000.00)	(794.53)	(39,205.47)	1.99%	0.00
161205 BUS RENTAL	(400,000.00)	(400,000.00)	(93,880.97)	(306,119.03)	23.47%	0.00
190101 TUIT FM OTH CO/CY	(634,620.00)	(634,620.00)	0.00	(634,620.00)	0.00%	0.00
161201 DUAL ENROLLMENT	(85,000.00)	(85,000.00)	0.00	(85,000.00)	0.00%	0.00
PRINT SHOP	(100,000.00)	(100,000.00)	(23,042.86)	(76,957.14)	23.04%	0.00
SCHOOL NUT UTILITIES	(98,500.00)	(98,500.00)	(17,343.71)	(81,156.29)	17.61%	0.00
FACILITY RENTALS	(75,000.00)	(75,000.00)	(14,412.50)	(60,587.50)	19.22%	0.00
<b>CHARGES FOR SERVICES</b>	<b>(1,704,120.00)</b>	<b>(1,704,120.00)</b>	<b>(305,496.82)</b>	<b>(1,398,623.18)</b>	<b>17.93%</b>	<b>0.00</b>
150101 INTEREST-BNK DPST USE OF MONEY	(100.00)	0.00	0.00	0.00	100.00%	(100.00)
LEASE PURCHASE PROCEEDS DESIGNATION - ENCUMBRANCES	0.00	0.00	0.00	0.00	0.00%	0.00
<b>TOTAL OPERATING FUND</b>	<b>(88,122,620.00)</b>	<b>(88,146,020.00)</b>	<b>(16,401,858.62)</b>	<b>(71,744,161.38)</b>	<b>18.61%</b>	<b>23,400.00</b>
<b>REVENUE OVER/(UNDER) ORIGINAL BUDGET</b>		<b>23,400.00</b>				

# Agenda Report

**Date:** 11/18/14

**Agenda Number:** D-2

**Attachments:** Yes

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

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for November 4 – 18, 2014, 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 November 4 – 18, 2014.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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**RESIGNATIONS:**

Burton, Elizabeth	University of Connecticut	B.A./19 yrs. (Lv.19 3)	E. C. Glass High Foreign Language	11-14-14
Lagesse, Leah	Randolph College	M.A./1 yrs. (Lv.1 3)	Heritage Elementary Fifth Grade	12-20-14

# Agenda Report

**Date:** 11/18/14

**Agenda Number:** F-1

**Attachments:** Yes

**From:** Scott S. Brabrand, Superintendent  
John C. McClain, Assistant Superintendent of Curriculum and Instruction

**Subject:** E. C. Glass High School: Foreign Travel

## **Summary/Description:**

Ms. Deliece Blanchard is leading an effort to organize a trip for E. C. Glass High School band, orchestra, and Latin students to Florence and Rome during spring break 2015. The purpose of the trip is to enrich their learning experiences in an interdisciplinary manner and potentially provide opportunities for performing in an international setting.

School Board Policy 6-42: Field/Recreation/Class/Athletic Trips requires prior approval by the school board for student travel outside the continental United States.

During the last school board meeting, Ms. Blanchard's provided an overview of materials concerning travel arrangements, dates, and costs.

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

## **Recommendation:**

The superintendent recommends that the school board approve the foreign travel for the E. C. Glass High School band, orchestra, and Latin students to Florence and Rome during spring break 2015.

**Proposal for Glass Band, Orchestra, and Latin students to visit Rome and Florence, Italy during Spring Break, April 5-12, 2015**

The world is a smaller place today. However, traveling outside of the United States seems quite daunting to many of our students. My two children would never have traveled (and performed) in Europe if they had not traveled with the Lynchburg City Schools Orchestra in 1996 and in 1999. It was an important lesson that gave them confidence, exposure to other cultures, and an unmatched educational experience. I would like my students to have such an experience.

*-Mrs. Deliece Blanchard, E.C. Glass Orchestra Director*

**Important points:**

- All students enrolled in the above courses are eligible.
- The students will prepare/rehearse a program to present in select venues on the trip. If instrumentation makes this unfeasible, students will attend concerts at world-class performance halls in Rome and/or Florence.
- Any student with initiative and a willingness to participate in the available fundraisers will have the opportunity to raise the funds necessary. (See fundraiser plans.)
- For students who are actively working to raise funds and are still in need of assistance, the orchestra booster fund has \$3000 designated to help financially.
- We will be using a local tour-guide, Mr. Declan Pratt of Global Explorers, who is arranging the trip to our specifications. Mr. Pratt is an experienced educator, born and raised in England, and currently living in Lynchburg. He has provided an example of his liability insurance, which can name either LCS or E.C. Glass on the policy.
- Only E.C. Glass students, faculty, and parents will be on this tour. Other groups will not be joining our group.
- Our itinerary will include guided tours of the most significant historical and cultural sites and students will receive background information before visiting. (See itinerary.)
- Students will not be missing instructional time. However, if students and teachers need Monday, April 13 to recover from travel on Sunday, April 12, we respectfully ask that the absence be excused.

# Highlights of Italy

## Rome & Florence

plus Siena, San Gimignano, Pisa, Lucca, & Assisi

An 8 day tour of Italy, combining historical & artistic treasures of Rome & Florence, musical performances & visits to picturesque smaller towns & cities.

April 5th-12th, 2015

**\$2850 per person, including international airfare!**

### Day 1: Fly out from USA

Your Italian adventure begins today as you depart home for your overnight flight to Europe.

### Day 2: Bongiorno Italia & Ancient Rome!

After a morning arrival at Rome's Fiumicino Airport, we'll transfer into the center of 'The Eternal City' to check-in to our conveniently-located hotel for a 2 night stay.

After lunch, our Italian sightseeing begins with an afternoon guided tour of Ancient Rome, including visits to the Roman Forum & the Colosseum, scene of grisly 'entertainments'.

This evening dinner will be in an authentic Roman eatery, the perfect end our first day.

### Day 3: The Vatican & A Musical Evening in Rome By Night

Today we travel from Italy to the Vatican, the smallest country in the world & certainly one of the most unique, located entirely within Rome!

Our guided 'V.I.P.' tour explores the Vatican Museum, including the Sistine Chapel, & St Peter's Basilica. Afterwards you can mail postcards home with Vatican stamps!

With so much to see in Rome, this afternoon has been left free for your own explorations - choose from superb museums, historic churches, or shopping for the latest Italian fashions!

After dinner this evening we will enjoy a musical evening in Rome - either attending a performance in one of the city's many spectacular historic settings, or performing ourselves in a specially-selected venue such as a historic church, the English School in Rome or the *Museo Nazionale degli Strumenti Musicali di Roma*, Rome's museum of musical instruments.

### Day 4: Hill Towns of Tuscany - Siena & San Gimignano

We depart Rome & travel north to Tuscany today, stopping en-route to visit two of the region's beautiful hill towns: Siena, & San Gimignano.

In Siena you'll learn about the city's competing neighborhoods & their annual horse race, a tradition dating back centuries. We'll also visit the church of San Domenico & climb a tower for a bird's eye view over the terracotta-tiled roofs.

### Day 4 continued...

San Gimignano, far smaller than Siena, is one of the most picturesque Tuscan hill towns, known for its tower houses & views over the surrounding hills & olive groves.

Our arrival in Florence will be late in the afternoon. After check-in a short orientation walk across the River Arno to dinner will introduce you to the city. Finally, we'll end the day with what is claimed to be the world's best ice cream!

### Day 5: Florence, City of History & Art

This morning we'll discover the birthplace of the Renaissance, opera & the Italian language as our local guide introduces us to the city & its must-see sights: Piazza della Signoria, the Palazzo Vecchio, the 'Duomo' & 'Gates of Heaven', & Santa Croce church.

Later you have a full afternoon to explore Florence - there is plenty to keep you occupied, whether taking in the artistic treasures of the Uffizi Gallery, wandering the atmospheric back streets, visiting one of the historic palaces, shopping for gold or leather, or viewing more art in one of the city's other world class galleries.

### Day 6: Pisa, Lucca & A Musical Evening

One of the world's most famous sights awaits us today – the Leaning Tower of Pisa. As you'll discover though, the tower is just one of the monuments in Pisa's 'Field of Miracles' which includes the Leaning Tower, 'Duomo', baptistry & cemetery. The Leaning Tower is now open after years of work to stabilize it, so tickets to climb to the top are included!

This afternoon we move on to nearby Lucca, birthplace of the great Italian composer Puccini, strolling through the medieval streets to circular Piazza Anfiteatro (once a Roman amphitheater) before climbing an original tower house, visiting Puccini's home, or riding bikes around the city atop its historic city walls!

This evening, following our group dinner, we will either perform a concert or attend a performance in the Florence or Lucca area, both home to many beautiful & historic venues including *palazzi*, churches & schools.

### Day 7: Assisi & Rome By Night

Today we depart Florence & Tuscany, making the return journey south to Rome.

En-route we will be visiting another of Italy's most popular & famous 'hill towns': Assisi.

Home to Saint Francis, the town has attracted pilgrims & tourists for centuries. We'll begin our visit with a short walking tour through the town, followed by a visit to the impressive Basilica of St. Francis, decorated with priceless frescoes by Giotto & other Italian masters. There'll be time for lunch & to stroll the picturesque streets before we continue to Rome.

After our afternoon arrival in Rome, we will check-in for our final night in Italy, before celebrating a farewell dinner this evening.

After dinner experience 'Rome By Night' on a walking tour of some of the city's most popular sights: Piazza Navona, the Pantheon, the Trevi Fountain, & the Spanish Steps. Along the way we'll even stop for Rome's best gelato, a farewell taste of *La Dolce Vita!*

### Day 8: Arrivederci Roma!

Sadly it's time to bid farewell to Italy today. Your morning flight from Rome will arrive home in the USA later today.

# Highlights of Italy 2015

April 5th - 12th, 2015      \$2850 per person

## Booking Form

**Contact name (e.g: parent or guardian), phone number, address & email address:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Full name of traveler, passport number & expiry date, & date of birth:**

Please note that due to TSA & airline regulations all travelers names must be listed exactly as they appear in your passport (including middle names) & dates of birth must be correct. In order to be valid for international travel, all passports must have at least 2 blank pages & be valid for at least 3 months after your planned return to the USA. *Please include a photocopy of the traveler's passport photo page.*

Full name: \_\_\_\_\_ DOB: \_\_\_\_\_

Passport number & expiry date: \_\_\_\_\_ / \_\_\_\_\_

**Is your deposit included?**

Yes \_\_\_\_\_ No \_\_\_\_\_

A 10% deposit is required to reserve your place(s). Deposits are only payable by check. Please make checks payable to Global Explorers LLC.

**How would you like to make the remaining payments for this tour?**

Payments are accepted by check or by credit/debit card, or by Paypal.  
Credit/debit card & Paypal payments can be made via our website: [www.globalexplorersonline.com](http://www.globalexplorersonline.com)  
All credit/debit card & Paypal payments are subject to a 3% surcharge.

**Rooming arrangements:**

All rooms are booked as twins/triples for students & twins/doubles for adults. Rooms are allocated dependent on numbers/gender. Single rooms may be available for an additional fee.

**Declaration:**

I have read & understand & accept the 'Booking Terms & Conditions' (overleaf).  
By engaging Global Explorers LLC, the client accepts these terms & the noted terms of the program cancellation penalties. All terms & conditions shall apply to all Participants.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

For travelers under age 21 a parent or guardian must sign.  
In this case please state your name & relationship to the traveler:

\_\_\_\_\_

Please return booking forms & deposits to: Global Explorers LLC, P.O.Box 3311, Lynchburg, Va. 24503

**Booking Terms & Conditions**

**Tour price & payment due dates**

Global Explorers LLC's tour price of \$2850.00 include flights from the USA to your destination; all overseas travel & hotels, all breakfasts & all dinners during the tour; all sightseeing activities & entrance fees as listed in the tour itinerary; & the services of a Global Explorers LLC tour leader throughout your tour. The tour price is based on currently-estimated airfares & a minimum of 20 travelers. Students will be accommodated up to 3 per room & adults 2 per room. Single or triple rooms will be allocated based on final numbers of students/adults & male/female. For any adults wishing to room alone & any students wishing to room with adult family members, additional charges will apply & accommodations will depend on availability.

**Please note the following payment deadline dates:**

\$300 deposit (approx. 10%)	Due at time of booking
\$550 (approx. 20%)	Due <b>before</b> October 31st, 2014
\$850 (approx. 30%)	Due <b>before</b> December 31st, 2014
\$1150 (approx. 40%)	Due <b>before</b> February 28th, 2015

**Deposits & payments**

A 10% non-refundable deposit is required at the time of booking to reserve your place(s). In the event that a tour is unable to operate due to insufficient numbers or other planning reasons, this deposit will be fully refunded.

**Cancellation & pricing**

Participants wishing to cancel a tour must provide Global Explorers LLC with written notification in accordance with these terms & conditions. Participants will receive a refund, subject to the following cancellation penalties:

<b>Cancellations made (days before departure)</b>	<b>Cancellation Penalty</b>
More than 100 days	10% deposit OR costs incurred*, whichever is higher
50-100 days	50% of tour price OR costs incurred*, whichever is higher
0-50 days	100% of tour price

Due to currency fluctuations & airline fuel surcharges Global Explorers LLC reserves the right to cancel or amend the price of any tour at any time up to the date of departure. In the event that the tour price increases by more than 7% of the price at the time of booking, the Participant may cancel & request a full refund of all payments made by written request within 7 days of being notified of such price increase. (\*Costs incurred includes any non-redeemable payments made to suppliers, including airlines.)

**Airlines**

We book the most direct & convenient flights within the tour's budget. If you wish to book your own flights or require different dates or routing, we will be happy to accommodate you or provide a 'land only' tour price. In the event of cancellation or rescheduling by an airline, Global Explorers LLC will not be liable for any additional costs incurred. (Please see 'Travel Insurance' below.)

**Substitute hotels, restaurants etc & replacement activities/refunds**

Any hotel, restaurant, or other service provider information provided in advance is for guideline purposes only. We cannot guarantee that specific hotels, restaurants, or other service providers, will be used on your tour. Global Explorers LLC reserves the right to alter the exact order of sightseeing & other activities during tours. In the event that it is not possible to include all activities, any applicable entrance or guide fees will be refunded.

**Travel Insurance**

*You are strongly encouraged to purchase travel insurance that covers cancellation, medical emergency & evacuation, theft, etc.*

**Tour Diary & Photographic Images**

Registration on any Global Explorers LLC tour grants permission for travelers' likenesses to be used for promotional or advertising purposes, including being featured on the Global Explorers website, Facebook page, flyers, or the Global Explorers 'Tour Diary'.

**Liability**

Global Explorers LLC (such term shall include its owners, affiliates, employees, outfitters & agents) shall not be liable to any "Participant" (where such term shall include any customer &/or client of Global Explorers LLC, their heirs, dependents, executors, administrators, successors, agents, assigns & personal or legal representatives) for any injury, damage, accident, loss, claim, delay &/or irregularity, howsoever caused, that arises from, is connected to, or is in anyway related to any goods &/or services sold or otherwise provided by Global Explorers LLC.

The Participant understands that during the course of any tour, certain risks & dangers may occur, including but not limited to accident or illness, & subject to forces of nature. By taking part in any tour, the Participant acknowledges having been advised of the risks associated therein & assumes the sole & exclusive responsibility for such risks.

Global Explorers LLC shall not be responsible or liable to any Participant for any injury, damage, accident, loss, delay or irregularity, howsoever caused, that arises from, is connected to, or is in anyway related to any services sold or otherwise provided by Global Explorers LLC's "Contractors", where such term includes any third party, including but not limited to any transportation company, retained by Global Explorers LLC to provide goods or services to any Participant.

Each Participant further agrees not to make any claim or take any proceedings against any person, corporation, or entity who might claim contribution, indemnity or other relief against Global Explorers LLC under the provisions of any applicable law or equity in relation to any case, matter or thing released hereunder.

Notwithstanding the forgoing, in the event that Global Explorers LLC is liable to any Participant for any amount(s), the aggregate liability of Global Explorers LLC shall be limited to the actual amount(s) paid by that Participant to Global Explorers LLC.

**Please return booking forms & deposits to: Global Explorers LLC, P.O.Box 3311, Lynchburg, Va. 24503**



# Additional Insured(s)

Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.	Add'l Prem.	Return Prem.
EOL9831176-01	02/06/2013	02/06/2014	11/22/2013	N/A	N/A

**Named Insured and Address:**

Global Explorers LLC  
4010 Peakland Place  
Lynchburg, VA 24503

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

This endorsement modifies insurance provided under the:

**Travel Agents and Tour Operators Professional Liability Coverage Form**

It is hereby understood and agreed that the following is added to Section III – PERSONS INSURED:

Any person(s) or organization(s) listed in the schedule below but only with respect to the **Travel Agency Operations** of the **Named Insured**.

It is further understood and agreed that Section II – EXCLUSIONS, Paragraph X1 is deleted in its entirety but only with respects to the **Insured(s)** listed in the schedule below.

Schedule

**Insured(s):** Virginia Episcopal School  
400 V E S Rd.  
Lynchburg, VA 24503

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.

Signed By: Maureen Kaye  
Authorized Representative

Date: November 22, 2013



**ZURICH**

# Certificate of Insurance Travel Agents and Tour Operators Professional Liability Insurance

UNDERWRITTEN BY  
Zurich American Insurance Company

This is to certify that the insurance policies specified below have been issued by Zurich American Insurance Company to the insured named herein and that, subject to their provisions, exclusions and conditions, such policies afford the coverages indicated insofar as such coverages apply to the occupation or business of the Named Insured as stated.

Named Insured: Global Explorers LLC  
Address: 4010 Peakland Place  
Lynchburg, VA 24503  
Location of Operations: Worldwide  
Type of Work Covered: Travel Agency and Tour Operations

Policy Number : <b>EOL9831176-02</b>	
Policy Period: From: <b>02/06/2014</b> To: <b>02/06/2015</b> 12:01 A.M.; standard time at the address of the named insured as stated herein.	
Coverages:	Limits of Liability
A. Bodily Injury and Property Damage (except automobile)	Each Occurrence \$1,000,000
B. Bodily Injury and Property Damage Automobile (except owned automobile)	Each Occurrence \$1,000,000
C. Professional Liability	Each Negligent Act or Negligent Omission \$1,000,000
D. Personal Injury	Each Offense \$1,000,000
General Aggregate Limit	<b>\$1,000,000</b>
Fire Legal Liability (if applicable)	Any One Fire \$50,000

Effective Date: February 6, 2014

This Certificate Issued To:

National Tour Association  
101 Prosperous Place, Suite 350  
Lexington, KY 40509

Zurich American Insurance Company

Countersignature:  
(if required by law)

Authorized Representative

Print Date: February 10, 2014

As of the effective date noted above, certificate holder is included as an additional insured but only with respect to the operations of the Named Insured in connection with the travel and/or tour services provided.

# Agenda Report

**Date:** 11/18/14

**Agenda Number:** F-2

**Attachments:** Yes

**From:** Scott S. Brabrand, Superintendent  
John C. McClain, Assistant Superintendent of Curriculum and Instruction

**Subject:** Legislative Positions: 2014-15

## **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 edit those listed in the attachment and will present revisions for approval.

Further, Mary Ann Hoss, school board vice chairman, will be the alternate delegate representing the school board at the Virginia School Boards Association Annual Convention on November 19-21, 2014, and she will be asked to vote on the legislative positions developed by the VSBA during that convention. Ms. Hoss would like input from school board members regarding those legislative positions.

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

## **Recommendation:**

The superintendent recommends that the school board approve its legislative positions for 2014-15.

**Lynchburg City Schools**  
**2013-14 2014-15 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.**

**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 recent 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.}** ~~provided in the No Child Left Behind (NCLB) requirements; however, the school board believes that the Virginia Standard's of Learning assessments, which were in place before the No Child Left Behind legislation was enacted, is the appropriate program for measuring the academic progress of Virginia's students. The school board also supports modification of the Virginia's Standards of Accreditation to include provisions for monitoring the achievement of major subgroups of students and including specific goals for continuous academic improvement.~~
- **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 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.**
- **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

Regina T. Dolan-Sewell

**Mary Ann Hoss, Vice Chairman**

~~Treney L. Tweedy, Vice Chairman~~

James E. Coleman

Michael J. Nilles

Jennifer R. Poore

Katie K. Snyder

J. Marie Waller

Thomas H. Webb

Charles B. White

School Administration

Scott S. Brabrand, Superintendent

~~William A. Coleman, Jr.,~~ **John C. McClain**, Assistant Superintendent of Curriculum and Instruction

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:** 11/18/14

**Agenda Number:** G-1

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent  
John C. McClain, Assistant Superintendent of Curriculum and Instruction

**Subject:** Lynchburg Juvenile Detention Center Education Program Budget: 2014-15

**Summary/Description:**

The 2014-15 funding for the Lynchburg Regional Juvenile Detention Center Education Program in the amount of \$835,061.93 has been approved by the Virginia Department of Education. Lynchburg City Schools serves as the fiscal agent for this state-operated program. Lynchburg City Schools employs nine teachers, a principal, and a full-time administrative secretary at the Lynchburg Regional Juvenile Detention Center where educational services are provided to approximately 25 students. The summary, which appears as an attachment to the agenda report, outlines expenditures for the 2014-15 school year.

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

**Recommendation:**

The superintendent recommends that the school board approve the Lynchburg Regional Juvenile Detention Center Program Budget in the amount of \$835,061.93 for the 2014-15 school year.

**Lynchburg Regional Detention Center Education Program  
Budget: 2014-15**

Personnel Salary Compensation	\$558,884.12
5% of Salaries Expanded-Indirect	\$27,944.21
Fringe Benefits and Fixed Charges	\$190,020.60
Substitutes	\$2,500.00
<u>Sub-total Personal Salary Compensation</u>	<u>\$779,348.93</u>
Travel Expenses	\$10,707.00
Instructional Supplies and Equipment	\$18,500.00
Tuition Reimbursement	\$1,600.00
Text	\$0.00
Music Materials	\$2,000.00
Related Services	\$8,006.00
Technology Replenish	\$2,700.00
Fax/ Copier	\$3,000.00
TABE On-Line	\$950.00
Student Recognition	\$600.00
PD Materials –OSHA Certification	\$900.00
Staff Development	\$3,000.00
Postage	\$750.00
Computer Support	\$3,000.00
<u>Sub-total Non-Personnel Expenses:</u>	<u>\$55,713.00</u>
<b>Total</b>	<b>\$835,061.93</b>

# Agenda Report

**Date:** 11/18/14

**Agenda Number:** G-2

**Attachments:** No

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

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

## Summary/Description:

The 2013 – 14 fund balance recently approved by the school board includes \$150,000 for replacement of the boiler at Paul Laurence Dunbar Middle School for Innovation. Funds remain from the initial investigation and repair to cover the full balance needed. Steven L. Gatzke will be presenting to explain the project funding.

The City of Lynchburg Office of Procurement and Purchasing has received a total of four bids for the boiler replacement project. The school administration recommends Valley Boiler & Mechanical, Inc. based on their bid of \$189,350, which was the lowest bid. All bids received are listed below.

VENDOR/CONTRACTOR	Appalachian Steel & Stone, Inc	Moore's Electrical & Mechanical Const. Inc.	Southern Air, Inc	Valley Boiler & Mechanical, Inc
TOTAL BASE BID	\$255,680.00	\$195,500.00	\$211,618.00	\$189,350.00

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

## Recommendation:

The superintendent recommends that the school board authorize the school administration to enter into a contract with Valley Boiler & Mechanical, Inc. in the amount of \$189,350 for the boiler replacement project at Paul Laurence Dunbar Middle School for Innovation.

# Agenda Report

**Date:** 11/18/14

**Agenda Number:** G-3

**Attachments:** Yes

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

**Subject:** School Operating Budget Calendar: 2015-16

## **Summary/Description:**

The school administration proposes a schedule for the activities that support the development of the 2015-16 school division's operating budget. The school administration will review the calendar with school board members during this presentation.

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

## **Recommendation:**

The superintendent recommends that the school board approve the school operating budget calendar for 2015-16.

## **Lynchburg City Schools FY2015-16 Budget Calendar**

### **October 2014**

- Hold community and staff budget forums -
  - E. C. Glass – October 8, 2014, at 7:00 p.m
  - Heritage High School - October 21, 2014, at 7:00 p.m
  - IT Center - October 23, 2014, at 7:00 p.m
- Department heads compile operating and capital budget requests (operating budget to include FTE staffing projections by program)
- Department and site-based administrators and principals meet with their director to review budget requests and set budget priorities
- Superintendent and executive staff meet to set budget priorities

### **November 2014**

- Administration meets with department heads to review current year budget
- Chief financial officer consolidates, collects, and summarizes budget requests for the superintendent and executive staff review
- Preliminary budget of operating revenues and expenditures is prepared by chief financial officer

### **December 2014**

- Superintendent presents preliminary estimate of operating revenues and expenditures to the school board along with budget requests
- School board holds budget work session to review revenues and expenditure information

### **January 2015**

- Superintendent presents city manager with funding requests
- School board receives updates on state revenue information based on the governors' proposed budget and local revenue based on city manager's proposal

### **February 2015**

- School board receives updated revenue and expenditure figures from school administration

**March 2015**

- School board holds budget work session to review revenue and expenditure information based on final state and city revenue finding
- School board holds public budget hearings

**May 2015**

- School board approves budget and forwards to city council
- School administration publishes approved budget book