



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

Manan A. Shan
Student Representative
Heritage High School

Eva Marie Barauskas
Student Representative
E. C. Glass High School

SCHOOL BOARD MEETING
December 5, 2017 5:00 p.m.
School Administration Building
Board Room

A. CLOSED MEETING

- 1. Notice of Closed Meeting
Larry A. Massie.Page 1
Discussion/Action
- 2. Certification of Closed Meeting
Larry A. Massie.Page 2
Discussion/Action

B. PUBLIC COMMENTS

- 1. Public Comments
Michael J. Nilles.Page 3
Discussion/Action (30 Minutes)

C. SPECIAL PRESENTATIONS

- 1. Anne Spencer Poetry Contest Winners
Larry A. Massie.Page 4
Discussion
- 2. Efforts to Improve Student Achievement: Paul Laurence
Dunbar Middle School for Innovation, Linkhorne Middle School,
and Sandusky Middle School
John C. McClain.Page 6
Discussion/Action

D. FINANCE REPORT

- 1. Finance Report
Anthony E. Beckles, Sr.Page 7
Discussion

E. CONSENT AGENDA

1. School Board Meeting Minutes: November 1, 2017 (Special Meeting)
November 1, 2017 (School Board Retreat)
November 7, 2017 (Regular Meeting)
November 21, 2017 (Closed Meeting)
November 28, 2017 (Special Meeting)
November 28, 2017 (Student Discipline Committee Meeting)

2. Personnel Report
Marie F. Gee.Page 13
Discussion/Action

3. Virginia Tiered Systems of Support Grant Cohort
4: Implementation Phase 2017-18
Ben W. Copeland.Page 15
Discussion/Action

F. STUDENT REPRESENTATIVE COMMENTS

G. SCHOOL BOARD COMMITTEE REPORT

H. UNFINISHED BUSINESS

1. Proposal to Rescind the GPA “Bump”
John C. McClain.Page 17
Discussion/Action

I. NEW BUSINESS

1. Revisions to the Virginia Standards of Accreditation
John C. McClain.Page 18
Discussion

2. High School Program of Studies: 2018-19
John C. McClain.Page 20
Discussion

3. Administrative Regulation 6-48: Secondary Student
Evaluation and Grading Procedures
John C. McClain.Page 21
Discussion

4. Equity Task Force Advisory Committee
Larry A. Massie.Page 27
Discussion

- 5. Memoranda of Understanding Between the Virginia Board of Education and the Lynchburg City School Board
John C. McClain.Page 29
Discussion
- 6. Capital Improvement Plan: Linkhorne Middle School
Ben W. Copeland. Page 45
Discussion
- 7. Capital Improvement Plan: School Administration Building
Ben W. Copeland. Page 46
Discussion
- 8. Blue Ridge Regional Authority Special Education
Program Budget: 2017-18
John C. McClain.Page 47
Discussion
- 9. School Operating Budget Calendar: 2018-19
Anthony E. Beckles, Sr.Page 49
Discussion
- 10. Addendum to the Agreement with the Acting Superintendent
Michael J. Nilles. Page 51
Discussion/Action

J. SUPERINTENDENT’S COMMENTS

K. BOARD COMMENTS

L. INFORMATIONAL ITEMS

Public Budget Hearing: Tuesday, January 16, 2017, 5:30 p.m.,
Board Room, School Administration Building

Next School Board Meeting: Tuesday, January 16, 2018, Immediately
following the Public Budget Hearing, Board Room, School Administration
Building

M. ADJOURNMENT

Agenda Report

Date: 12/05/17

Agenda Number: A-1

Attachments: No

From: Larry A. Massie, Acting Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

Pursuant to the Code of Virginia §2.2-3711 (A) (19), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Public Safety

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

Recommendation:

The acting 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) (19) to discuss or consider plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building structure and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety.

Agenda Report

Date: 12/05/17

Agenda Number: A-2

Attachments: No

From: Larry A. Massie, Acting 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 acting 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: 12/05/17

Agenda Number: B-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: 12/05/17

Agenda Number: C-1

Attachments: No

From: Larry A. Massie, Acting Superintendent

Subject: Anne Spencer Poetry Contest Winners

Summary/Description:

This October, The Anne Spencer House and Garden Museum held its 26th Annual Poetry Contest in honor of Anne Spencer, an American poet who lived in Lynchburg for most of her life. The Anne Spencer Poetry Contest is held annually and is open to all LCS K - 12 children who submit their original poetry to The Anne Spencer Memorial Foundation. This year, students entered the contest in three age categories: Kindergarten through third grade; fourth through eighth grade; and ninth through twelfth grade.

Fifteen finalists were selected from the three categories based on their written poetry submissions. On the evening of November 9th, the 15 finalists competed in front of a live audience at Dunbar Middle School for Innovation. Winners were selected by a panel of judges based on their poetry and performances. All the finalists who performed their poetry were awarded a book about Anne Spencer and a medal.

The winners of the contest in each category

were: Kindergarten – Third Grade

Karter Woody “Hunter”
Grade 3 Robert S. Payne
Elementary School, Teacher
Mrs. Smith

Fourth – Eighth Grade

Haley Piercy “The
Magazine” Grade 6
Linkhorne Middle School, Teacher Ms. Short

Agenda Report

Date: 12/05/17

Agenda Number: C-1

Attachments: No

Ninth – Twelfth Grade (Tie)

Desiree Younger "An Intelligent Black Girl" Grade 9
Heritage High School Teacher Mr. Yarber
Bethany Waller "The girl in the corner" Grade 12
Heritage High School Teacher Mrs. Mayfield

Ms. Shaun Spencer-Hester from The Anne Spencer Memorial Foundation, Inc. will offer opening comments, and then the four students will read their poetry selections.

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: 12/05/17

Agenda Number: C-2

Attachments: No

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

Subject: Efforts to Improve Student Achievement: Paul Laurence Dunbar Middle School for Innovation, Linkhorne Middle School, and Sandusky Middle School

Summary/Description:

Paul Laurence Dunbar Middle School, Linkhorne Middle School, and Sandusky Middle School continue their efforts to improve student achievement through instructional activities that will garner success for students in the classroom. The three schools will share key aspects of their improvement efforts in English, reading, and writing during this presentation.

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: 12/05/17

Agenda Number: D-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 October 31, 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 October 31, 2017 for the operating fund.

Total Operating Fund Budget		\$ 95,324,667.00
Through October 31, 2017		
Actual Revenue Received	\$ 21,548,892.90	
Actual Expenditures	\$ 26,016,892.73	
Actual Encumbered	\$ 59,684,450.02	
Percent of Budget Received		22.61%
Percent of Budget Used, excluding encumbrances		27.29%
As of 10/31/17 – 4 months		33.34%

The revenue and expenditure reports detail the transactions recorded through October 31, 2017. All reports appear as attachments to the agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The acting 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
 October 31, 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)	(2,700,161.34)	(7,914,152.66)	25.44%
240202 BASIC SCHOOL AID	(21,878,492.00)	(21,971,533.00)	93,041.00	100.43%	(21,769,498.00)	(7,256,499.36)	(14,512,998.64)	33.33%
240207 GIFTED & TALENTED	(246,173.00)	(245,546.00)	(627.00)	99.75%	(243,593.00)	(71,047.97)	(172,545.03)	29.17%
240208 REMEDIAL EDUCATION	(1,492,427.00)	(1,488,621.00)	(3,806.00)	99.74%	(1,476,782.00)	(440,877.77)	(1,035,904.23)	29.85%
240208 REMEDIAL EDUCATION	(161,164.00)	(164,036.00)	2,872.00	101.78%	(164,036.00)	(61,532.58)	(102,503.42)	37.51%
SUPL LOTTERY PER PUPIL ALLOCATIO	(268,842.00)	(268,873.00)	31.00	100.01%	(1,391,118.00)	(9,648.04)	(1,381,469.96)	0.69%
COMPENSATION SUPPLEMENT	(360,828.00)	0.00	(360,828.00)	0.00%	(231,552.00)	(67,536.28)	(164,015.72)	29.17%
240212 SPECIAL ED SOQ	(2,841,252.00)	(2,834,007.00)	(7,245.00)	99.75%	(2,811,468.00)	(937,156.00)	(1,874,312.00)	33.33%
240217 VOCATIONAL ED SOQ	(405,161.00)	(404,127.00)	(1,034.00)	99.74%	(400,913.00)	(133,637.68)	(267,275.32)	33.33%
240221 SOC SEC-INSTR	(1,461,655.00)	(1,457,928.00)	(3,727.00)	99.75%	(1,446,333.00)	(482,111.00)	(964,222.00)	33.33%
240223 VRS INSTRUCTIONAL	(3,015,625.00)	(3,007,936.00)	(7,689.00)	99.75%	(3,324,028.00)	(1,108,009.36)	(2,216,018.64)	33.33%
240241 GROUP LIFE INST	(97,444.00)	(97,195.00)	(249.00)	99.74%	(96,422.00)	(32,140.64)	(64,281.36)	33.33%
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)	(385,551.00)	(1,103,655.00)	25.89%
240309 ESL	(156,955.00)	(149,127.00)	(7,828.00)	95.01%	(154,875.00)	(51,625.00)	(103,250.00)	33.33%
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)	(185,705.68)	(371,411.32)	33.33%
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)	(13,923,239.70)	(36,835,679.30)	27.43%
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)	(55,543.23)	(294,456.77)	15.87%
JR ROTC	(105,000.00)	(126,079.57)	21,079.57	120.08%	(105,000.00)	(21,945.74)	(83,054.26)	20.90%
FEDERAL	(793,000.00)	(846,620.50)	53,620.50	106.76%	(463,500.00)	(78,411.36)	(385,088.64)	16.92%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Month Ending
 October 31, 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)	(7,000,000.00)	(35,028,498.00)	16.66%
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)	(7,000,000.00)	(35,028,498.00)	16.66%
189912 MISC REV/OTH FUNDS	(101,566.00)	(70,252.44)	(31,313.56)	69.17%	(75,000.00)	(10,855.88)	(64,144.12)	14.47%
180303 REBATES & REFUNDS	(20,000.00)	(16,768.83)	(3,231.17)	83.84%	(86,250.00)	(11,105.50)	(75,144.50)	12.88%
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)	(27,917.89)	(72,082.11)	27.92%
E RATE REIMBURSEMENT	(115,500.00)	(77,035.24)	(38,464.76)	66.70%	(115,500.00)	(105,305.11)	(10,194.89)	91.17%
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)	(162,684.38)	(217,065.62)	42.84%
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)	(59,247.97)	(20,752.03)	74.06%
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)	(85,370.75)	(239,629.25)	26.27%
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)	(21,298.28)	(43,701.72)	32.77%
SCHOOL NUT UTILITIES	(90,000.00)	(85,578.33)	(4,421.67)	95.09%	(90,000.00)	(19,067.30)	(70,932.70)	21.19%
FACILITY RENTALS	(50,000.00)	(83,792.37)	33,792.37	167.58%	(50,000.00)	(25,860.00)	(24,140.00)	51.72%
INDIRET COSTS	0.00	0.00	0.00	0.00%	(200,000.00)	(4,408.63)	(195,591.37)	2.20%
CHARGES FOR SERVICES	(1,349,000.00)	(1,972,013.95)	623,013.95	146.18%	(1,694,000.00)	(384,557.46)	(1,309,442.54)	22.70%
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)	(21,548,892.90)	(73,775,774.10)	22.61%

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
 October 31, 2017

		Fiscal Year 2017-18					
		BUDGET	TRANSACTIONS	BUDGET % USED		BUDGET AVAILABLE	BUDGET % USED
				ENCUMBRANCES			
INSTRUCTION							
FUNCTION 1100	CLASSROOM INSTRUCTION						
	Personnel	50,527,731.98	12,487,142.41	24.71%	35,726,284.53	2,314,305.04	95.42%
	Other	4,058,254.52	786,687.71	19.38%	357,329.65	2,914,237.16	28.19%
FUNCTION 1200	INST SUPPORT-STUDENT						
	Personnel	3,645,652.25	940,802.27	25.81%	2,475,562.07	229,287.91	93.71%
	Other	157,458.73	9,423.00	5.98%	36,471.90	111,563.83	29.15%
FUNCTION 1300	INST SUPPORT-STAFF						
	Personnel	4,172,330.16	1,150,840.74	27.58%	2,776,578.00	244,911.42	94.13%
	Other	1,625,792.75	175,827.45	10.81%	45,392.32	1,404,572.98	13.61%
FUNCTION 1400	INST SUPPORT-SCHOOL ADMN						
	Personnel	5,611,928.51	1,744,875.05	31.09%	3,814,287.24	52,766.22	99.06%
	Other	153,696.97	20,123.87	13.09%	47,421.92	86,151.18	43.95%
TOTAL INSTRUCTION		69,952,845.87	17,315,722.50	24.75%	45,279,327.63	7,357,795.74	89.48%
ADMINISTRATION							
FUNCTION 2100	ADMINISTRATION						
	Personnel	3,268,996.13	918,208.22	28.09%	1,798,118.72	552,669.19	83.09%
	Other	1,309,287.81	413,051.00	31.55%	548,237.60	347,999.21	73.42%
FUNCTION 2200	ATTENDANCE & HEALTH SERV						
	Personnel	1,724,801.30	454,978.09	26.38%	1,288,929.83	(19,106.62)	101.11%
	Other	71,131.50	22,561.64	31.72%	19,899.42	28,670.44	59.69%
TOTAL ADMINISTRATION		6,374,216.74	1,808,798.95	28.38%	3,655,185.57	910,232.22	85.72%
PUPIL TRANSPORTATION							
FUNCTION 3100	MANAGEMENT & DIRECTION						
	Personnel	340,170.25	124,684.76	36.65%	226,984.32	(11,498.83)	103.38%
	Other	21,582.50	12,017.96	55.68%	4,052.52	5,512.02	74.46%
FUNCTION 3200	VEHICLE OPERATION SERVICE						
	Personnel	2,744,494.11	732,743.18	26.70%	1,574,666.81	437,084.12	84.07%
	Other	724,466.60	341,629.21	47.16%	37,643.82	345,193.57	52.35%
FUNCTION 3300	MONITORING SERVICE						
	Personnel	441,725.48	124,725.63	28.24%	299,707.20	17,292.65	96.09%
FUNCTION 3400	VEHICLE MAINT SERVICE						
	Personnel	361,357.74	120,170.34	33.26%	229,247.84	11,939.56	96.70%
	Other	381,750.00	95,346.03	24.98%	254,691.72	31,712.25	91.69%
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	1,995,687.11	39.79%	3,190,602.23	(170,742.66)	103.40%
OPERATIONS & MAINTENANCE							
FUNCTION 4100	MANAGEMENT & DIRECTION						
	Personnel	287,033.93	96,136.62	33.49%	192,272.96	(1,375.65)	100.48%
	Other	84,000.00	26,288.21	31.30%	52,052.39	5,659.40	93.26%

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ending
 October 31, 2017

FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,429,393.73	1,491,762.79	33.68%	2,786,150.45	151,480.49	96.58%
	Other	4,886,855.00	1,569,018.91	32.11%	2,339,588.34	978,247.75	79.98%
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	261,735.52	76,288.40	29.15%	164,979.68	20,467.44	92.18%
	Other	35,000.00	14,392.38	41.12%	6,520.00	14,087.62	59.75%
FUNCTION 4400 EQUIPMENT SERVICES							
	Other	70,000.00	24,764.55	35.38%	4,472.72	40,762.73	41.77%
FUNCTION 4500 VEHICLE SERVICES							
	Other	42,500.00	4,606.59	10.84%	408.41	37,485.00	11.80%
FUNCTION 4600 SECURITY SERVICES							
	Personnel	141,013.58	34,713.20	24.62%	95,814.54	10,485.84	92.56%
	Other	347,000.00	87,126.00	25.11%	107,480.16	152,393.84	56.08%
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	3,429,059.14	32.37%	5,749,739.65	1,414,896.31	86.64%
Other Non-Instructional Operations							
FUNCTION 5000 Non-Instructional Operations - Other		18,800.00	5,841.32	31.07%	0.00	12,958.68	31.07%
TOTAL Non-Instructional Operations		18,800.00	5,841.32	31.07%	0.00	12,958.68	31.07%
FACILITIES							
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	70,581.38	5,252.46	7.44%	0.00	65,328.92	7.44%
TOTAL FACILITIES		70,581.38	5,252.46	7.44%	0.00	65,328.92	7.44%
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	550,120.36	29.72%	1,161,807.10	138,887.47	92.50%
	Other	278,689.73	248,306.38	89.10%	34,381.99	(3,998.64)	101.43%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	467,852.08	147,656.90	31.56%	288,032.48	32,162.70	93.13%
	Other	698,798.49	510,447.61	73.05%	325,373.37	(137,022.49)	Prior Year PO for Kronos update
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	1,456,531.25	44.15%	1,809,594.94	32,855.04	99.00%
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	26,016,892.73	27.29%	59,684,450.02	9,623,324.25	89.90%

Funded K-12 Student Count by School*
2017-18

School	Sept 29	Oct 31	Nov 30	Dec 16	Jan	Feb	Mar	April	May	June	Change from Previous Month	Budgeted ADM
Dearington Elementary	177	176									(1)	
T.C. Miller Elementary	245	240									(5)	
R.S. Payne Elementary	481	476									(5)	
Bass elementary	218	216									(2)	
Perrymont Elementary	362	357									(5)	
Bedford Hills Elementary	430	431									1	
Sheffield Elementary	384	388									4	
Paul Munro Elementary	269	268									(1)	
Linkhorne Elementary	447	448									1	
Sandusky Elementary	336	341									5	
Heritage Elementary	467	472									5	
Dunbar Middle School	654	655									1	
Linkhorne Middle School	594	597									3	
Sandusky Middle School	557	552									(5)	
E.C. Glass High School	1334	1332									(2)	
Heritage High School	1064	1054									(10)	
Division Total	8019	8003	0	0	0	0	0	0	0		(16)	

*Source-Infinite Campus Funding report with ADM exclusions filter and count date

Agenda Report

Date: 12/05/17

Agenda Number: E-2

Attachments: Yes

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

Subject: Personnel Report

Summary/Description:

The personnel recommendations for November 7 – December 5, 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 November 7 – December 5, 2017.

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

Hancock Twanna	Virginia Tech	MA / (Lv. 14)	14 yrs Dunbar Middle School 1) 6 th Grade English	11-28-2017
Packett Martha	ETSU	BA / (Lv. 19)	19 yrs Robert S. Payne Elementary 3) Art Teacher – Part time	11-13-2017
Yarbrough Chuck	VCU	BA / (Lv. 16)	16 yrs Supervisor of Instructional Tech. 4) Information Technology	11-29-2017

RESIGNATIONS:

Dupere Holly	Liberty University	BA / (Lv. 1)	1 yr Sandusky Elementary School 3) First Grade Teacher	12-15-2017
Ferguson Adam	Roanoke College	BA / (Lv. 0)	0 yrs Perrymont Elementary School 4) Art Teacher	01-05-2018
Parmiter Thomas	Rochester University	MA / (Lv. 3)	3 yrs Heritage High School 4) MCROTC Teacher	06-15-2018
Squier Laura	Western Gov. University	MS / (Lv. 5)	5 yrs Carl B. Hutcherson ELC 3) Sped Lead Teacher	12-15-2017

RETIREMENTS:

Brown Thomas	VMI	BA / (Lv. 22)	22 yrs Bass Elementary School 4) Fifth Grade Teacher	01-01-2018
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Agenda Report

Date: 12/05/17

Agenda Number: E-3

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:

Recommendation:

The acting superintendent recommends that the school board approve the Virginia Tiered Systems of Support Grant Cohort 4: Implementation Phase 2017-18 funds.

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

Agenda Report

Date: 12/05/17

Agenda Number: H-1

Attachments: Yes

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

Subject: Proposal to Rescind the GPA “Bump”

Summary/Description:

The school administration has reviewed the change to go into effect this year to provide ninth and eleventh grade students with an AP exam score of three or higher with an additional 0.5 for the GPA calculation. Following that review, it was determined that communication regarding this change had not been communicated well to parents and students prior to the enrollment in AP courses for the 2017-18 school year.

The superintendent is requesting that the school board consider modifying the 2017-18 High School Program of Studies to remove the GPA increase associated with an AP exam score. By making this modification now, parents and students can be advised of this change prior to AP exams that will be administered in spring 2018. Students will still have the motivation for strong performance on AP exams that they have always had – the potential for course credit from the college or university they attend in the future.

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

Recommendation:

The acting superintendent recommends that the school board approve the modification to the 2017-18 High School Program of Studies to remove any GPA increase associated with an AP exam score.

Agenda Report

Date: 12/05/17

Agenda Number: I-1

Attachments: No

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

Subject: Revisions to the Virginia Standards of Accreditation

Summary/Description:

On November 16, 2017, the Virginia Board of Education (VBE) approved revisions to standards must meet for state accreditation and standards students must meet to earn a high school diploma (beginning with students entering 9th grade in 2018-2019). The VBE vote means the standards enter the final stage of the regulatory process (final review by the governor and secretary of education and one more public comment period).

The four key changes for schools are:

- 1) Growth of students will be factored into the proficiency rating in math and English. Rating will include students who pass and students who move up in a band of proficiency levels compared to the prior year.
- 2) New areas of accountability will be incorporated, including achievement gaps, absenteeism, and dropout rates (later, starting in 2021, high schools are also accountable for participation and achievement in advanced programs, CTE, and service learning). There will likely be more schools who do not meet all indicators due to the expansion of indicator areas and the use of subgroups.
- 3) Accreditation will be tied to the larger set of indicators, with performance on each indicator at a level 1, 2, or 3. School and district plans will be required to address performance on each indicator. Schools can achieve a Level 1 by either meeting the bar or decreasing the failure rate by at least 10 percent. The GCI target is increasing from 85 to 88.
- 4) There will be three types of accreditation ratings:
 - Accredited (all indicators at a Level 1 or 2)
 - Accredited with Conditions (one or more indicators at a Level 3)
 - Accreditation Denied (failure to implement corrective actions)

Agenda Report

Date: 12/05/17

Agenda Number: I-1

Attachments: No

The four key changes for students are:

- 1) the reduction in the number of SOL tests required for graduation from nine and six to five while maintaining the number of credits required for each diploma;
- 2) the expansion of the use of performance-based assessments, including local alternative assessment credit in history/social, science, and possibly in writing;
- 3) the implementation of *Profile of a Graduate* with a focus on the “5 C’s”: Creativity, Critical Thinking, Communication, Collaboration, and Citizenship; and
- 4) the new graduation requirements that include career planning and exploration and demonstrating civic responsibility and community engagement.

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: 12/05/17

Agenda Number: I-2

Attachments: No

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

Subject: High School Program of Studies: 2018-2019

Summary/Description:

The school board annually reviews and approves the High School Program of Studies for the next school year. The updated version for 2018-2019 is as follows:

- 1) Incorporate changes in the Virginia Standards of Accreditation for incoming ninth grade students which includes the change in verified credit requirements, testing requirements, and diploma seals;
- 2) Add Environmental Science course;
- 3) Update and clarify PE/Health course options and requirements;
- 4) Update timelines regarding dropping or changing courses;
- 5) Modify GPA “bump” for AP exam score; and
- 6) Clarify language and course descriptions in various areas, including +/- grades, dual enrollment process, grade levels for some courses, and location of some CTE courses.

Disposition: Action
 Information
 Action at Meeting on: 01/16/18

Recommendation:

The acting superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on January 16, 2018.

Agenda Report

Date: 12/05/17

Agenda Number: I-3

Attachments: Yes

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

Subject: Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures

Summary/Description:

Several updates are proposed to the regulation to better account for dual enrollment courses and to adjust the timing for dropping and changing courses in high school. Revisions to this administrative regulation will be reviewed during this presentation.

Disposition: Action
 Information
 Action at Meeting on: 01/16/18

Recommendation:

The acting superintendent recommends that the school board receive this agenda report as informational item and consider action at the school board meeting on January 16, 2018.

INSTRUCTION

Secondary Student Evaluation and Grading Procedures R 6-58**A. Determining End-of-Course Grades**

1. Middle school end-of-course grades are to be computed by an average of the grades earned for each nine weeks. **However, if the course is for high school credit, the grades are determined in the manner of high school courses.**
2. High school course grades are computed differently depending on whether the course is a year-long course or semester course.
 - a. Year-long course – The course grade is computed by applying 20% weight to each of the four quarters and 20% for the final exam. If there is an exam exemption, the course grade is computed by applying 25% weight to each of the four quarters. Teachers are encouraged to consider a clear positive trend as another factor in determining the final grade, when applicable.
 - b. Semester course – The course grade for a semester course is computed by applying 40 percent weight to each of the two quarters and 20 percent to the exam or final project grade.
 - c. **For courses that are for college credit (including dual enrollment courses and courses taken at CVCC or another college), the grades are determined according to the procedures of that course.**

B. Exams

1. For year-long courses, there will be one exam at the end of the course that assesses content from the full year. There will be no exam at the end of the first semester in these courses (as there is no longer a special exam schedule in December). Teachers may plan quarterly or other periodic assessments during the year that assess content previously learned during the course.
2. For semester courses, there should be either an end-of-course project or an exam that could be given within a normal class schedule since there is not a special exam schedule at the end of the first semester.
3. **For courses that are for college credit (including dual enrollment courses and courses taken at CVCC or another college), the exams are taken according to the procedures of that course.**

C. Senior Exam Exemptions

1. Exemption will apply to seniors only.
2. Exemption will be for the senior year only.
3. The student must have a course grade that ranges between 90-100 percent except as specified in Section D below.
4. The student cannot have more than five absences, excused or unexcused, in the class during the second semester. Absences that are the result of school-sponsored events are exceptions to this attendance requirement.
5. Only the principal can make exceptions to the attendance requirement.

INSTRUCTION

Secondary Student Evaluation and Grading Procedures R 6-58 (continued)

6. A student in a dual enrollment course with Central Virginia Community College will not be exempt from exams since this is a college course.
7. A student in an Advanced Placement (AP) course will continue to take the AP exam and have the option of being exempt from the final exam regardless of the grade in the course (current practice).
8. A senior enrolled in any course with an end-of-course Standards of Learning Test must pass the Standards of Learning Test to be eligible for the exam exemption.

D. Advanced Placement and Standards of Learning Exam Option

During an Advanced Placement course with the Advanced Placement test, an examination may not be given.

Students enrolled in courses that are assessed by the Virginia Standards of Learning (SOL) tests will have the following option related to the course exam:

Students who pass the SOL test may choose to be exempt from the course exam and take the grade they make from the average of the four quarters.

Students who receive a Standards of Learning score rating of “pass proficient” will receive an exam score of 90, and a student who receives a Standards of Learning score rating of “pass advanced” will receive an exam score of 100. These scores, since they replace the final exam, are weighted as 20% of the course grade.

Students who successfully pass a state career-technical licensure test have the option of not completing the teacher-created exam and may choose to use the four quarter grades to compute their course grade.

Teachers will have the option to use project-based assessments and other alternative assessment approaches in lieu of a traditional exam, with principal review and approval.

E. Determining Grades for a Student Who Exits a Course Before the End of the Semester ~~Course~~1. Request to Withdraw

All requests for a student to be withdrawn from a course shall be made in writing, signed by a parent/guardian, and turned in to the guidance department by the end of the ~~15th school day~~ **10th day of the course**. Any courses from which a student is withdrawn within that time period will not be recorded on a student's report card or permanent record. ~~Unless there are extenuating circumstances, students will not be permitted to withdraw from a course after the 15th day.~~

INSTRUCTION

Secondary Student Evaluation and Grading Procedures R 6-58 (continued)

In very rare cases, extenuating circumstances may justify a withdrawal from a course after the ~~15th school day~~ **10th day of the course**. If a student is withdrawn after the ~~15th school day~~ **10th day**, the student's transcript will reflect the course and a grade of withdrawal passing (WP) or withdrawal failing (WF) for the semester. These designations (WP and WF) are not considered in Grade Point Average calculations. A parent/guardian must file a written request for such consideration with the building principal, and that request must clearly indicate the extenuating circumstances to justify a withdrawal. An example of such circumstances would be extensive absences for medical reasons. The principal will review the request, ~~recommend approval or denial, and send the request and recommendation to the superintendent (or designee) for consideration,~~ **determine whether to approve, and notify the parent and student in writing of the decision.** ~~If the request occurs after the 60th school day,~~ **Only the superintendent (or designee) can approve a withdrawal from a course after the 60th school day.** If it is determined that sufficient justification for a withdrawal does not exist, the student will remain in the course ~~until the end of the semester.~~

If the course is a dual-enrollment course, a Virtual Virginia course, or another course that has rules set by an institution outside of LCS, then the rules of that course will typically prevail over the deadlines in this regulation.

2. Request to Transfer to a Lower **Different Level of the Same Course**

~~At any time during the semester, the principal may approve a request from a parent/guardian for a student transfer to a lower level of the same course.~~ **A parent/guardian may request for a student to change to a different level of the same course no later than five days after the first quarter report cards are distributed.** An example would be transferring from Advanced World History and Geography 1 (4.5 GPA weight) to World History and Geography 1 (4.0 weight). Such a transfer would be dependent on the ability to reschedule the student and the available space in the desired course. When such a transfer occurs, the name of the course will be changed in the student's schedule, and the previously earned grades will be counted toward the grade reported on the student's academic record under the **different** ~~lower-level~~ course name.

3. Courses That Are Dropped Due to Extensive Absences

School Board Policy 7-15: Student Attendance speaks to the practice of dropping students from courses due to extensive absences. Section C. 3. of the policy notes "Students absent 15 consecutive days from school are dropped from the school's attendance roll. The principal or designee shall make a reasonable effort to notify the parent/guardian by telephone and in writing that the student has been dropped from the roll (8VAC10-110-13)."

INSTRUCTION

Secondary Student Evaluation and Grading Procedures R 6-58 (continued)

In the case that a student is dropped from a course pursuant to School Board Policy 7-15 after the 15th school day but before the end of the 60th school day, the student will be dropped from all courses, and no record of courses in which the student was enrolled will be maintained. If the student is dropped from a course for extensive absences under School Board Policy 7-15 after the 60th school day, a zero will be recorded for any assignments not completed during the remainder of the semester, and the resulting "F" grade will be recorded for the course grade at the time of the drop.

F. Grades and Class Rank Related to Courses Repeated

Students shall be allowed to repeat a course already passed only upon approval by the school principal. The repeating of performing arts courses - acting, chorus, band, and orchestra is not affected by this regulation since each of these may be taken repeatedly as a new course.

For all repeat courses, the grade earned shall be averaged with all grades (whether passing or failing) in determining the student's grade point average and class rank. All grades will also appear on the student's academic record.

No additional credit toward graduation requirements will be awarded for passing a course more than once unless allowance to do so is specifically noted in the course description in the current Lynchburg City Schools High School Program of Studies.

G. Repeat Courses Under the Credit Recovery Format

Students who have earned an "F" in a high school credit course may retake that course as a repeat course under the Virginia Department of Education approved "credit recovery" format. This format allows for repeat instruction to be provided in half the instructional hours as a new credit course. More specifically, semester courses awarding 0.5 Carnegie credits must provide no less than 70 clock hours of instruction. However, the same course as a repeat course under the credit recovery format meets for no less than 35 hours. Only students who have previously failed a course and have had that failure reflected on the academic record are eligible to enroll in a repeat course under the credit recovery format.

Students who register for repeat courses under the credit recovery format are taking those courses officially for credit. If a student fails such a course, that student will earn an "F" grade, and it will be reflected on the student's academic record.

Students who are dropped from a repeat course under the credit recovery format prior to the 23rd instructional hour will not have that course appear on their transcripts.

Agenda Report

Date: 12/05/17

Agenda Number: I-4

Attachments: Yes

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

Subject: Equity Task Force Advisory Committee

Summary/Description:

In September 2016, the membership of the Equity Task Force Advisory Committee was approved by the school board. The membership for that committee has been updated, and appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 01/16/18

Recommendation:

The acting superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on January 16, 2018.

INSTRUCTION

Secondary Student Evaluation and Grading Procedures R 6-58 (continued)

However, if after the 23rd instructional hour a student no longer attends a course and is dropped due to extensive absences, a zero will be recorded for any assignments not completed during the remainder of the course, and the resulting grade will be recorded for the semester course grade.

Approved by Superintendent: August 2, 1983

Revised by School Board: September 21, 1993

Revised by School Board: March 30, 1999

Revised by School Board: February 21, 2006 (effective – beginning with school year 2006-07)

Revised by School Board: May 18, 2010

Revised by School Board: August 2, 2011

Revised by School Board: January 8, 2013

Revised by Superintendent: July 14, 2014 (effective – beginning with school year 2014-15)

Revised by School Board: September 20, 2016

Equity Task Force: 2017-2021

School Board Members

School Administration

Larry A. Massie, Acting Superintendent

Jay C. McClain, Assistant Superintendent of Student Learning and Success

LaTonya D. Brown, Director of Student Services and Alternative Education

Ethel E. Reeves, Director of Engagement, Equity, and Opportunity

Daniel J. Rule, Principal, Dearington Elementary School for Innovation

Dashia L. Womack, Coordinator of Engagement, Equity, and Opportunity

Community Members

Amy Cohen

Dorothy Holmes

Melissa Johnson

Rev. Paul Kee

Carolyn and Danny McCain

Sandra Mitchell

Jimmy Oliver

Patricia Price

Tashama Terrell

Eugene Tweedy

Virgil Moore

Agenda Report

Date: 12/05/17

Agenda Number: I-5

Attachments: Yes

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

Subject: Memoranda of Understanding Between the Virginia Board of Education and the Lynchburg City School Board

Summary/Description:

In October 2017, the Virginia Department of Education notified Lynchburg City Schools that William Marvin Bass Elementary School, Linkhorne Elementary School, and Sandusky Middle School would be rated Denied Accreditation for 2017-2018. Per requirements outlined in the *Regulations Establishing Standards of Accrediting Public Schools in Virginia* (SOA), a Memorandum of Understanding (MOU) between the Virginia Board of Education and the Lynchburg City School Board must be developed and implemented for each school rated Denied Accreditation. The MOU for each school outlines the responsibilities of the Virginia Board of Education, Lynchburg City Schools, and the principal of the respective schools.

Attached to this agenda report are the Memoranda of Understanding for William Marvin Bass Elementary School, Linkhorne Elementary School, and Sandusky Middle School. The chairperson of the Lynchburg City School Board and the superintendent are required to sign the MOU for each school and then return the signed documents to the Office of School Improvement.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

**Memorandum of Understanding Between the
Virginia Board of Education and the
Lynchburg City School Board
William M. Bass Elementary School**

I. Requirements

Lynchburg City Public Schools will comply with all requirements included in the *Regulations Establishing Standards for Accrediting Public Schools in Virginia (SOA)*.

A copy of the SOA requirements for schools rated *Accreditation Denied* is located at the following link:

<http://www.doe.virginia.gov/boe/accreditation/index.shtml> .

Both the Virginia Department of Education (VDOE) and Lynchburg City Public Schools should ensure that program activities are conducted in compliance with all applicable federal laws, rules, and regulations.

II. Virginia Department of Education (VDOE) Responsibilities

The following are responsibilities of the Virginia Board of Education and Department of Education:

1. The Director of the Office of School Improvement (OSI) will coordinate with the Division Superintendent, division staff as appropriate, principal, and other VDOE offices to provide technical assistance in support of the Memorandum of Understanding (MOU) and corrective action plan. VDOE technical assistance will include, but not be limited to, the following: assistance with monitoring and implementing Academic Review Essential Actions, asset mapping with the school, effective instructional practices in English, math, science, and support in meeting the needs of students with disabilities.

III. Lynchburg City Public Schools Responsibilities and School Responsibilities

The following are responsibilities of the Lynchburg City School Board and Lynchburg City Public Schools:

1. The Lynchburg City School Board and Lynchburg City Schools will develop a corrective action plan that includes all items in Section III: Lynchburg City Public Schools Responsibilities and School Responsibilities and is aligned to areas needing improvement as indicated by student performance data. The corrective action plan

will be updated annually to reflect the most recent data available.

2. The Lynchburg City School Board will show evidence that the corrective action plan was shared with stakeholders and this feedback was acted upon in the corrective action plan prior to being submitted to the Virginia Board of Education for approval.
3. The Lynchburg City School Board will direct the Division Superintendent to ensure implementation of the corrective action plan including essential actions from the Academic Review.
4. The Lynchburg City School Board and superintendent will implement a professional development plan for all board members, the superintendent, pertinent central office and building level staff, which focuses on their respective roles and responsibilities for school improvement and priority issues listed in Section III.
5. The Lynchburg City School Board will direct the Division Superintendent to provide the local board monthly updates on the steps taken to complete the essential actions in the corrective action plan. The agenda and supporting materials will be submitted to the Virginia Department of Education Office of School Improvement on the next business day following the local board monthly update.
6. The Lynchburg City School Board will direct the Division Superintendent and appropriate staff to meet triannually with the Office of School Improvement to review progress of the corrective action plan and quarterly data, including but not limited to, the following data points: student attendance, teacher attendance, student discipline reports, student transfer data, student intervention participation and progress by intervention type, number of teacher observations and walkthroughs conducted per month, and local assessment data in English, math, and science. The Office of School Improvement may request additional data including other subject areas. Specific next steps may be developed as needed.
7. The Lynchburg City School Board and the Division Superintendent will appear before the Virginia Board of Education, as requested, to provide reports and answer questions about the implementation of the MOU and corrective action plan. The BLANK School Board will provide reports to the Virginia Board of Education, as requested, on school's progress in meeting a status of *Fully Accredited*.
8. Appropriate division staff will participate in Office of School Improvement/Virginia Department of Education technical assistance, when invited, to support the implementation of strategies for challenged schools.
9. Appropriate division staff will implement with fidelity actions/next steps resulting

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from technical assistance provided by VDOE staff in the areas of English, math, science, and support for students with disabilities.

10. Lynchburg City Public Schools will ensure that a division team is assigned to the school. The division team must be comprised of administrators or other key staff representing Title I, instruction, special education, English language learners (ELL), and the principal of the school, as appropriate. Ensure division-level administrators establish and participate continuously in supporting school-level improvement efforts.

The following are responsibilities of William M. Bass Elementary School:

1. The principal will ensure implementation of the corrective action plan including essential actions from the academic review.
2. The principal will participate in Office of School Improvement/Virginia Department of Education technical assistance, when invited, to support the implementation of strategies for challenged schools.
3. The principal will implement, with fidelity, actions/next steps resulting from technical assistance provided by VDOE staff in the areas of English, math, science, and special education.
4. The principal will establish a school improvement team comprised of one division-level representative, principal, and school-level leaders representing Title I, special education, and ELL as appropriate. The principal will ensure that school staff establish and participate continuously in supporting school-level improvement efforts.
5. The principal will use a school improvement planning process, to develop, coordinate, track, and report division- and school-level improvement. Technical assistance will be provided by OSI as needed.

IV. Modification and Termination

This Memorandum of Understanding may be changed at the discretion of the Virginia Department of Education.

V. Additional Consequences for Non-Compliance

Legislation by the 2016 General Assembly provides the Board with the following authority:

If the Board of Education has required a local school board to submit a corrective action plan pursuant to § [22.1-253.13:3](#), *Code of Virginia*, either for the school division pursuant to a division level review, or for any schools within its division that have been designated as not meeting the standards as approved by the Board of Education, the Superintendent of Public Instruction shall determine and report to the Board of Education whether each such local school board has met its obligation to develop and submit such corrective action plan(s) and is making adequate and timely progress in implementing the plan(s). Additionally, if an academic review process undertaken pursuant to § [22.1-253.13:3](#), *Code of Virginia*, has identified actions for a local school board to implement, the Superintendent of Public Instruction shall determine and report to the Board of Education whether the local school board has implemented required actions. If the Superintendent certifies that a local school board has failed or refused to meet any of those obligations, the Board of Education shall withhold payment of some or all At-Risk Add-On funds otherwise allocated to the affected division pursuant to this allocation for the pending fiscal year. In determining the amount of At-Risk Add-On funds to be withheld, the Board of Education shall take into consideration the extent to which such funds have already been expended or contractually obligated. The local school board shall be given an opportunity to correct its failure and, if successful in a timely manner, may have some or all of its At-Risk Add-On funds restored at the Board of Education's discretion.

VI. Effective Date and Signature

This MOU shall be effective upon the signature of the Virginia Board of Education (VBOE) and the Lynchburg City School Board officials. It shall be in force beginning on September 28, 2017, and will terminate when William M. Bass Elementary School is *Fully Accredited* and is no longer a DENIED school. The VBOE and division indicate agreement with this MOU by their signatures.

Signatures and dates:

Daniel A. Gecker
Virginia Board of Education President

Date

Dr. Steven Staples
Superintendent of Public Instruction

Date

Chairperson
Lynchburg City School Board

Date

Superintendent
Lynchburg City Public Schools

Date

**Memorandum of Understanding Between the
Virginia Board of Education and the
Lynchburg City School Board
Linkhorne Elementary School**

I. Requirements

Lynchburg City Public Schools will comply with all requirements included in the *Regulations Establishing Standards for Accrediting Public Schools in Virginia (SOA)*.

A copy of the SOA requirements for schools rated *Accreditation Denied* is located at the following link:

<http://www.doe.virginia.gov/boe/accreditation/index.shtml> .

Both the Virginia Department of Education (VDOE) and Lynchburg City Public Schools should ensure that program activities are conducted in compliance with all applicable federal laws, rules, and regulations.

II. Virginia Department of Education (VDOE) Responsibilities

The following are responsibilities of the Virginia Board of Education and Department of Education:

1. The Director of the Office of School Improvement (OSI) will coordinate with the Division Superintendent, division staff as appropriate, principal, and other VDOE offices to provide technical assistance in support of the Memorandum of Understanding (MOU) and corrective action plan. VDOE technical assistance will include, but not be limited to, the following: assistance with monitoring and implementing Academic Review Essential Actions, asset mapping with the school, effective instructional practices in English, science, and support in meeting the needs of students with disabilities.

III. Lynchburg City Public Schools Responsibilities and School Responsibilities

The following are responsibilities of the Lynchburg City School Board and Lynchburg City Public Schools:

1. The Lynchburg City School Board and Lynchburg City Schools will develop a corrective action plan that includes all items in Section III: Lynchburg City Public Schools Responsibilities and School Responsibilities and is aligned to areas needing improvement as indicated by student performance data. The corrective action plan

will be updated annually to reflect the most recent data available.

2. The Lynchburg City School Board will show evidence that the corrective action plan was shared with stakeholders and this feedback was acted upon in the corrective action plan prior to being submitted to the Virginia Board of Education for approval.
3. The Lynchburg City School Board will direct the Division Superintendent to ensure implementation of the corrective action plan including essential actions from the Academic Review.
4. The Lynchburg City School Board and superintendent will implement a professional development plan for all board members, the superintendent, pertinent central office and building level staff, which focuses on their respective roles and responsibilities for school improvement and priority issues listed in Section III.
5. The Lynchburg City School Board will direct the Division Superintendent to provide the local board monthly updates on the steps taken to complete the essential actions in the corrective action plan. The agenda and supporting materials will be submitted to the Virginia Department of Education Office of School Improvement on the next business day following the local board monthly update.
6. The Lynchburg City School Board will direct the Division Superintendent and appropriate staff to meet triannually with the Office of School Improvement to review progress of the corrective action plan and quarterly data, including but not limited to, the following data points: student attendance, teacher attendance, student discipline reports, student transfer data, student intervention participation and progress by intervention type, number of teacher observations and walkthroughs conducted per month, and local assessment data in English and science. The Office of School Improvement may request additional data including other subject areas. Specific next steps may be developed as needed.
7. The Lynchburg City School Board and the Division Superintendent will appear before the Virginia Board of Education, as requested, to provide reports and answer questions about the implementation of the MOU and corrective action plan. The BLANK School Board will provide reports to the Virginia Board of Education, as requested, on school's progress in meeting a status of *Fully Accredited*.
8. Appropriate division staff will participate in Office of School Improvement/Virginia Department of Education technical assistance, when invited, to support the implementation of strategies for challenged schools.
9. Appropriate division staff will implement with fidelity actions/next steps resulting

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from technical assistance provided by VDOE staff in the areas of English, science, and support for students with disabilities.

10. Lynchburg City Public Schools will ensure that a division team is assigned to the school. The division team must be comprised of administrators or other key staff representing Title I, instruction, special education, English language learners (ELL), and the principal of the school, as appropriate. Ensure division-level administrators establish and participate continuously in supporting school-level improvement efforts.

The following are responsibilities of Linkhorne Elementary School:

1. The principal will ensure implementation of the corrective action plan including essential actions from the academic review.
2. The principal will participate in Office of School Improvement/Virginia Department of Education technical assistance, when invited, to support the implementation of strategies for challenged schools.
3. The principal will implement, with fidelity, actions/next steps resulting from technical assistance provided by VDOE staff in the areas of English, science, and special education.
4. The principal will establish a school improvement team comprised of one division-level representative, principal, and school-level leaders representing Title I, special education, and ELL as appropriate. The principal will ensure that school staff establish and participate continuously in supporting school-level improvement efforts.
5. The principal will use a school improvement planning process, to develop, coordinate, track, and report division- and school-level improvement. Technical assistance will be provided by OSI as needed.

IV. Modification and Termination

This Memorandum of Understanding may be changed at the discretion of the Virginia Department of Education.

V. Additional Consequences for Non-Compliance

Legislation by the 2016 General Assembly provides the Board with the following authority:

If the Board of Education has required a local school board to submit a corrective action plan pursuant to § [22.1-253.13:3](#), *Code of Virginia*, either for the school division pursuant to a division level review, or for any schools within its division that have been designated as not meeting the standards as approved by the Board of Education, the Superintendent of Public Instruction shall determine and report to the Board of Education whether each such local school board has met its obligation to develop and submit such corrective action plan(s) and is making adequate and timely progress in implementing the plan(s). Additionally, if an academic review process undertaken pursuant to § [22.1-253.13:3](#), *Code of Virginia*, has identified actions for a local school board to implement, the Superintendent of Public Instruction shall determine and report to the Board of Education whether the local school board has implemented required actions. If the Superintendent certifies that a local school board has failed or refused to meet any of those obligations, the Board of Education shall withhold payment of some or all At-Risk Add-On funds otherwise allocated to the affected division pursuant to this allocation for the pending fiscal year. In determining the amount of At-Risk Add-On funds to be withheld, the Board of Education shall take into consideration the extent to which such funds have already been expended or contractually obligated. The local school board shall be given an opportunity to correct its failure and, if successful in a timely manner, may have some or all of its At-Risk Add-On funds restored at the Board of Education's discretion.

VI. Effective Date and Signature

This MOU shall be effective upon the signature of the Virginia Board of Education (VBOE) and the Lynchburg City School Board officials. It shall be in force beginning on September 28, 2017, and will terminate when Linkhorne Elementary School is *Fully Accredited* and is no longer a DENIED school. The VBOE and division indicate agreement with this MOU by their signatures.

Signatures and dates:

Daniel A. Gecker Virginia Board of Education President	Date
Dr. Steven Staples Superintendent of Public Instruction	Date

Chairperson
Lynchburg City School Board

Date

Superintendent
Lynchburg City Public Schools

Date

**Memorandum of Understanding Between the
Virginia Board of Education and the
Lynchburg City School Board
Sandusky Middle School**

I. Requirements

Lynchburg City Public Schools will comply with all requirements included in the *Regulations Establishing Standards for Accrediting Public Schools in Virginia (SOA)*.

A copy of the SOA requirements for schools rated *Accreditation Denied* is located at the following link:

<http://www.doe.virginia.gov/boe/accreditation/index.shtml> .

Both the Virginia Department of Education (VDOE) and Lynchburg City Public Schools should ensure that program activities are conducted in compliance with all applicable federal laws, rules, and regulations.

II. Virginia Department of Education (VDOE) Responsibilities

The following are responsibilities of the Virginia Board of Education and Department of Education:

1. The Director of the Office of School Improvement (OSI) will coordinate with the Division Superintendent, division staff as appropriate, principal, and other VDOE offices to provide technical assistance in support of the Memorandum of Understanding (MOU) and corrective action plan. VDOE technical assistance will include, but not be limited to, the following: assistance with monitoring and implementing Academic Review Essential Actions, asset mapping with the school, effective instructional practices in English and support in meeting the needs of students with disabilities.

III. Lynchburg City Public Schools Responsibilities and School Responsibilities

The following are responsibilities of the Lynchburg City School Board and Lynchburg City Public Schools:

1. The Lynchburg City School Board and Lynchburg City Schools will develop a corrective action plan that includes all items in Section III: Lynchburg City Public Schools Responsibilities and School Responsibilities and is aligned to areas needing improvement as indicated by student performance data. The corrective action plan

will be updated annually to reflect the most recent data available.

2. The Lynchburg City School Board will show evidence that the corrective action plan was shared with stakeholders and this feedback was acted upon in the corrective action plan prior to being submitted to the Virginia Board of Education for approval.
3. The Lynchburg City School Board will direct the Division Superintendent to ensure implementation of the corrective action plan including essential actions from the Academic Review.
4. The Lynchburg City School Board and superintendent will implement a professional development plan for all board members, the superintendent, pertinent central office and building level staff, which focuses on their respective roles and responsibilities for school improvement and priority issues listed in Section III.
5. The Lynchburg City School Board will direct the Division Superintendent to provide the local board monthly updates on the steps taken to complete the essential actions in the corrective action plan. The agenda and supporting materials will be submitted to the Virginia Department of Education Office of School Improvement on the next business day following the local board monthly update.
6. The Lynchburg City School Board will direct the Division Superintendent and appropriate staff to meet triannually with the Office of School Improvement to review progress of the corrective action plan and quarterly data, including but not limited to, the following data points: student attendance, teacher attendance, student discipline reports, student transfer data, student intervention participation and progress by intervention type, number of teacher observations and walkthroughs conducted per month, and local assessment data in English. The Office of School Improvement may request additional data including other subject areas. Specific next steps may be developed as needed.
7. The Lynchburg City School Board and the Division Superintendent will appear before the Virginia Board of Education, as requested, to provide reports and answer questions about the implementation of the MOU and corrective action plan. The BLANK School Board will provide reports to the Virginia Board of Education, as requested, on school's progress in meeting a status of *Fully Accredited*.
8. Appropriate division staff will participate in Office of School Improvement/Virginia Department of Education technical assistance, when invited, to support the implementation of strategies for challenged schools.
9. Appropriate division staff will implement with fidelity actions/next steps resulting

from technical assistance provided by VDOE staff in the areas of science, history, and support for students with disabilities.

10. Lynchburg City Public Schools will ensure that a division team is assigned to the school. The division team must be comprised of administrators or other key staff representing Title I, instruction, special education, English language learners (ELL), and the principal of the school, as appropriate. Ensure division-level administrators establish and participate continuously in supporting school-level improvement efforts.

The following are responsibilities of Sandusky Middle School:

1. The principal will ensure implementation of the corrective action plan including essential actions from the academic review.
2. The principal will participate in Office of School Improvement/Virginia Department of Education technical assistance, when invited, to support the implementation of strategies for challenged schools.
3. The principal will implement, with fidelity, actions/next steps resulting from technical assistance provided by VDOE staff in the areas of English and special education.
4. The principal will establish a school improvement team comprised of one division-level representative, principal, and school-level leaders representing Title I, special education, and ELL as appropriate. The principal will ensure that school staff establish and participate continuously in supporting school-level improvement efforts.
5. The principal will use a school improvement planning process, to develop, coordinate, track, and report division- and school-level improvement. Technical assistance will be provided by OSI as needed.

IV. Modification and Termination

This Memorandum of Understanding may be changed at the discretion of the Virginia Department of Education.

V. Additional Consequences for Non-Compliance

Legislation by the 2016 General Assembly provides the Board with the following authority:

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If the Board of Education has required a local school board to submit a corrective action plan pursuant to § [22.1-253.13:3](#), *Code of Virginia*, either for the school division pursuant to a division level review, or for any schools within its division that have been designated as not meeting the standards as approved by the Board of Education, the Superintendent of Public Instruction shall determine and report to the Board of Education whether each such local school board has met its obligation to develop and submit such corrective action plan(s) and is making adequate and timely progress in implementing the plan(s). Additionally, if an academic review process undertaken pursuant to § [22.1-253.13:3](#), *Code of Virginia*, has identified actions for a local school board to implement, the Superintendent of Public Instruction shall determine and report to the Board of Education whether the local school board has implemented required actions. If the Superintendent certifies that a local school board has failed or refused to meet any of those obligations, the Board of Education shall withhold payment of some or all At-Risk Add-On funds otherwise allocated to the affected division pursuant to this allocation for the pending fiscal year. In determining the amount of At-Risk Add-On funds to be withheld, the Board of Education shall take into consideration the extent to which such funds have already been expended or contractually obligated. The local school board shall be given an opportunity to correct its failure and, if successful in a timely manner, may have some or all of its At-Risk Add-On funds restored at the Board of Education's discretion.

VI. Effective Date and Signature

This MOU shall be effective upon the signature of the Virginia Board of Education (VBOE) and the Lynchburg City School Board officials. It shall be in force beginning on September 28, 2017, and will terminate when Sandusky Middle School is *Fully Accredited* and is no longer a DENIED school. The VBOE and division indicate agreement with this MOU by their signatures.

Signatures and dates:

Daniel A. Gecker
Virginia Board of Education President

Date

Dr. Steven Staples
Superintendent of Public Instruction

Date

Chairperson
Lynchburg City School Board

Date

Superintendent
Lynchburg City Public Schools

Date

Agenda Report

Date: 12/05/17

Agenda Number: I-6

Attachments: No

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

Subject: Capital Improvement Plan: Linkhorne Middle School

Summary/Description:

The capital improvement plan includes \$1,050,000 in construction funding for replacement of the Linkhorne Middle School roof. The City of Lynchburg Office of Procurement and Purchasing has received a total of four bids on the project.

All base bids were significantly above the budgeted amount. The base bid was based on insulation with 1/4" slope as well as mechanical and electrical work to raise several roof mounted air conditioners to allow adequate flow of condensate off the roof. Higher cost was anticipated due to the additional work and materials required to satisfy the base bid scope of work. A deductive alternative bid was requested based on keeping the insulation at 1/8" slope and piping the air conditioner condensate directly to a roof drain.

The prices listed in the bid table are for the deductive alternative scope of work, and the school administration recommends Roofing Solutions based on their bid of \$1,082,600, which was the lowest deductive alternative total bid. All bids received are listed below.

BIDDER	Craftsman Roofing	Simpson Unlimited, Inc.	Roofing Solutions, Inc.	AAR of North Carolina
BASE BID	Bid Withdrawn	\$1,485,419	\$1,455,000	\$1,354,970
DEDUCTIVE ALTERNATE		\$269,376	\$372,400	\$98,000
TOTAL BID		\$1,216,043	\$1,082,600	\$1,256,970

Disposition: Action
 Information
 Action at Meeting on: 01/16/18

Recommendation:

The acting superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on January 16, 2018.

Agenda Report

Date: 12/05/17

Agenda Number: I-7

Attachments: No

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

Subject: Capital Improvement Plan: Administration Building Heating

Summary/Description:

The 2017-18 capital improvement plan includes \$900,000 for upgrades to the School Administration Building's HVAC system. This includes the architectural and engineering services needed throughout the entire project. The engineering services necessary for the project include a preliminary design phase, a final design phase, bidding phase, and a construction phase to include observations and recommendations to the contractor.

The request for proposals was released via the City of Lynchburg Purchasing Office on August 14, 2017, and 12 proposals were received on September 19, 2017. After the initial evaluation and scoring, two firms were selected for interviews on October 23, 2017.

The school administration recommends Moseley Architects for the architectural and engineering services of the project based on their bid of \$61,970.

Disposition: Action
 Information
 Action at Meeting on: 01/16/17

Recommendation:

The acting superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on January 16, 2018.

Agenda Report

Date: 12/05/17

Agenda Number: I-8

Attachments: Yes

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

Subject: Blue Ridge Regional Jail Authority Special Education Program Budget: 2017-18

Summary/Description:

The 2017-18 funding for the Blue Ridge Regional Jail Authority Special Education Program in the amount of \$213,575.34 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 one regional jail education coordinator and one special education teacher who delivers educational services to the students at the Blue Ridge Regional Jail- Lynchburg Adult Detention Center. The summary on the attachment outlines expenditures for the 2017- 18 school year.

Disposition: Action
 Information
 Action at Meeting on: 01/16/18

Recommendation:

The acting superintendent recommends that the school board receive agenda as an informational item and consider action at the school board meeting on January 16, 2018.

Budget:

Personnel Salary Compensation	\$150,923.38
Fringe Benefits and Fixed Charges	\$ 50,268.26
Salary Supplement	\$ 480.00
Substitutes	\$ 1,000.00
Technical Professional Services	\$ 1,000.00
Instructional Aide	\$ 800.00
Professional Services – Private Contracted Services (Occupational Therapy, Physical Therapy, Socio-cultural(s), Psychological(s))	\$ 320.00
Travel Expenses (Mileage, Parking, Registration & Staff Dev.)	\$ 6,035.00
Travel Expenses (Lodging, Meals)	\$ 707.50
Instructional Materials and Equipment	\$ 707.50
Communications (Cell Phone Services)	\$ 600.00
Food Supplies	\$ 233.70
Other Charges (Copier Lease)	\$ 500.00
Total	\$ 213,575.34

Agenda Report

Date: 12/05/17

Agenda Number: I-9

Attachments: Yes

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

Subject: School Operating Budget Calendar: 2018-19

Summary/Description:

The school administration proposes a schedule for the activities that supports the development of the 2018-19 school operating budget. This calendar identifies dates for public hearings as well as dates when specific activities associated with the development of the school operating budget will occur.

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

Recommendation:

The acting superintendent recommends that the school board adopt the school operating budget calendar for 2018-19.

Lynchburg City Schools FY2018-19 Budget Calendar

November 2017

- November 1 – 10: Superintendent and chief financial officer will visit every school principal to discuss and review operating budget needs
- Administration meets with department heads to review budget requests
- Chief financial officer consolidates and summarizes budget requests for the superintendent and executive staff to review
- Preliminary budget of operating revenues and expenditures is prepared by the chief financial officer

December 2017

- Chief financial officer presents the superintendent school board operating budget revenue estimates including the state's revenue information based on the governor's proposed budget and local revenue based on the city manager's proposal

January 2018

- 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
- Superintendent presents city manager with funding requests

February 2018

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

March 2018

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

May 2018

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

Agenda Report

Date: 12/05/17

Agenda Number: I-10

Attachments: Yes

From: Michael J. Nilles, School Board Chairman

Subject: Addendum to Agreement with the Acting Superintendent

Summary/Description:

The Memorandum of Agreement between the Lynchburg City School Board and Dr. Larry A. Massie will end on December 31, 2017. In an effort to ensure that the school division continues to be in compliance with the Code of Virginia, the school board will consider an Addendum to its existing Agreement with Dr. Massie extending the Agreement to March 31, 2018.

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

Recommendation:

The school board chairman recommends that the school board approve the Addendum to Agreement with Dr. Larry A. Massie.

ADDENDUM TO AGREEMENT

This Addendum to Agreement dated this 5th day of December 2017, by and between the Lynchburg City School Board (“Board”) and Larry A. Massie (“Mr. Massie”).

WHEREAS, the Board and Mr. Massie entered into an agreement effective July 1, 2017, whereby the Board employed Mr. Massie as Acting Superintendent for the period July 1, 2017, through December 31, 2017 (the “Agreement”); and

WHEREAS, the Board has requested Mr. Massie to continue serving as Acting Superintendent on a month-to-month basis until March 31, 2018; and

WHEREAS, the parties wish to amend the Agreement.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements set forth herein, the parties agree as follows:

1. Paragraph 1 of the Agreement is amended by adding the following to the end thereof: “The parties have agreed to extend the term of this Agreement to March 31, 2018.”
2. Except as amended herein, the Agreement will remain in full force and effect.

IN WITNESS WHEREOF, the School Board has caused its name to be signed hereunto by its Chairman and duly attested by its Clerk, all duly authorized, and Larry A. Massie has hereunto set his hand and seal on the day and year first above written.

(signatures on next page)

Lynchburg City School Board

By: _____
Chairman

Attest:

Clerk

Larry A. Massie

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