



Lynchburg City School Board

Sharon Y. Carter
School Board District 2

James E. Coleman
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Mary Ann Hoss
School Board District 1

Michael J. Nilles
School Board District 3

Derek L. Polley
School Board District 1

Jennifer R. Poore
School Board District 2

Katie Snyder
School Board District 3

J. Marie Waller
School Board District 2

School Administration

Scott S. Brabrand
Superintendent

John C. McClain
Assistant Superintendent of
Student Learning and Success

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
December 15, 2015 5:30 p.m.
School Administration Building
Board Room

A. PUBLIC COMMENTS

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

B. STUDENT RECOGNITION

- 1. Student Recognition
Scott S. Brabrand. Page 2
Discussion

C. FINANCE REPORT

- 1. Finance Report
Anthony E. Beckles, Sr. Page 4
Discussion

D. CONSENT AGENDA

- 1. School Board Meeting Minutes: December 1, 2015 (Regular Meeting)
December 3, 2015 (Student Discipline
Committee Meeting)
- 2. Personnel Report
Marie F. Gee. Page 9
Discussion/Action
- 3. Capital Improvement Plan: Dearington Elementary School for
Innovation
Ben W. Copeland. Page 11
Discussion/Action
- 4. VDOE Security Camera Bid
Ben W. Copeland. Page 12
Discussion/Action

E. STUDENT REPRESENTATIVE COMMENTS

F. UNFINISHED BUSINESS

- 1. School Operating Budget: 2016-17
Scott S. Brabrand. Page 13
Discussion

- 2. Promise Plan: Gifted Update
John C. McClain. Page 14
Discussion

- 3. Promise Plan: Community Engagement Update
John C. McClain. Page 15
Discussion

- 4. Promise Plan: Benchmark Assessments
John C. McClain. Page 16
Discussion

G. NEW BUSINESS

- 1. Pauline F. Maloney STEP with Links Program Budget: 2015-16
Anthony E. Beckles, Sr. Page 17
Discussion/Action

H. SUPERINTENDENT’S COMMENTS

I. BOARD COMMENTS

J. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, January 5, 2016, 5:30 p.m., Board Room, School Administration Building

K. ADJOURNMENT

Agenda Report

Date: 12/15/15

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: 12/15/15

Agenda Number: B-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Student Recognition

Summary/Description:

This October, the Anne Spencer House and Garden Museum held its 24th 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 school-aged children who submit their original poetry to The Anne Spencer Memorial Foundation. This year, 482 students entered the contest in three age categories: Kindergarten through third grade; fourth through eighth grade; and ninth through twelfth grade.

Five finalists were selected from each age category based on their written poetry submissions. On the evening of October 29, the 15 finalists competed in front of a live audience at Paul Laurence Dunbar Middle School for Innovation. Three 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

Charles Hagemann
Robert S. Payne Elementary School, Third Grade
Poem Entitled *The Music in the Garden*

Fourth – Eighth Grade

Faith Jacob
Robert S. Payne Elementary School, Fifth Grade
Poem Entitled *Dark & Quiet*

Agenda Report

Date: 12/15/15

Agenda Number: B-1

Attachments: No

Ninth – Twelfth Grade

Elizabeth Driskill
E. C. Glass High School, Twelfth Grade
Poem Entitled *Contradiction*

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: 12/15/15

Agenda Number: C-1

Attachments:

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

Subject: Finance Report

Summary/Description:

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

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

Total Operating Fund Budget	\$ 90,820,024.00
Prior Year End Encumbrances	\$ 90,304.40
Insurance Proceeds	\$ 54,180.84
School Bus Funding	\$ 977,000.00
Restricted Donations	\$ 1,105.00
Adjusted Budget	\$ 91,942,614.24

Through November 30, 2015

Actual Revenue Received	\$ 26,860,134.80
Actual Expenditures	\$ 32,502,299.20
Actual Encumbered	\$ 50,544,081.39

Percent of Budget Received 29.21%

Percent of Budget Used, excluding encumbrances 35.35%

As of 11/30/15 – 5 months 41.67%

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

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

	Fiscal Year 2015-16					BUDGET AVAILABLE	BUDGET % USED
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES			
INSTRUCTION							
FUNCTION 1100 CLASSROOM INSTRUCTION							
Personnel	49,143,329.00	16,384,055.09	33.34%	30,711,858.48	2,047,415.43		
Other	3,906,646.38	1,224,599.37	31.35%	179,727.93	2,502,319.08		
FUNCTION 1200 INST SUPPORT-STUDENT							
Personnel	3,449,198.59	1,123,961.14	32.59%	1,853,610.48	471,626.97		
Other	167,094.00	24,455.81	14.64%	33,436.86	109,201.33		
FUNCTION 1300 INST SUPPORT-STAFF							
Personnel	3,700,427.10	1,527,150.13	41.27%	2,215,362.84	(42,085.87)		
Other	1,570,040.34	375,946.98	23.95%	255,970.95	938,122.41		
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN							
Personnel	5,252,359.04	2,070,415.75	39.42%	3,135,204.20	46,739.09		
Other	135,735.00	47,068.43	34.68%	25,679.71	62,986.86		
TOTAL INSTRUCTION	67,324,829.45	22,777,652.70	33.83%	38,410,851.45	6,136,325.29		90.89%
ADMINISTRATION							
FUNCTION 2100 ADMINISTRATION							
Personnel	2,416,531.68	1,066,903.96	44.15%	1,172,934.29	176,693.43		
Other	1,343,560.97	465,829.28	34.67%	421,644.57	456,087.12		
FUNCTION 2200 ATTENDANCE & HEALTH SERV							
Personnel	1,380,954.49	456,776.74	33.08%	880,806.50	43,371.25		
Other	82,225.00	47,691.16	58.00%	1,302.00	33,231.84		
TOTAL ADMINISTRATION	5,223,272.14	2,037,201.14	39.00%	2,476,687.36	709,383.64		86.42%
PUPIL TRANSPORTATION							
FUNCTION 3100 MANAGEMENT & DIRECTION							
Personnel	339,286.50	136,022.27	40.09%	186,204.48	17,059.75		
Other	23,276.00	13,043.59	56.04%	1,916.50	8,315.91		
FUNCTION 3200 VEHICLE OPERATION SERVICE							
Personnel	2,479,454.66	916,766.22	36.97%	1,350,619.68	212,068.76		
Other	965,210.00	356,091.26	36.89%	455,906.94	153,211.80		
FUNCTION 3300 MONITORING SERVICE							
Personnel	420,630.43	141,494.35	33.64%	251,358.98	27,777.10		
Other	0.00	0.00	0.00%	0.00	0.00		
FUNCTION 3400 VEHICLE MAINT SERVICE							
Personnel	351,419.67	150,532.76	42.84%	199,712.94	1,173.97		
Other	388,313.62	215,199.97	55.42%	76,276.77	96,836.88		
FUNCTION 3500 BUS PURCHASE - REGULAR							
Other	977,000.00	0.00	0.00%	939,729.00	37,271.00		
TOTAL PUPIL TRANSPORTATION	5,944,590.88	1,929,150.42	32.45%	3,461,725.29	553,715.17		90.69%
OPERATIONS & MAINTENANCE							
FUNCTION 4100 MANAGEMENT & DIRECTION							
Personnel	274,470.20	84,364.67	30.74%	118,110.44	71,995.09		
Other	84,000.00	39,043.43	46.48%	20,381.51	24,575.06		

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

FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,326,902.39	1,877,140.78	43.38%	2,339,417.63	110,343.98	
	Other	5,014,794.54	2,137,195.39	42.62%	2,118,742.68	758,856.47	
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	242,869.76	98,754.00	40.66%	143,241.28	874.48	
	Other	35,000.00	6,007.72	17.16%	1,926.52	27,065.76	
FUNCTION 4400 EQUIPMENT SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	105,859.00	66,403.78	62.73%	7,485.95	31,969.27	
FUNCTION 4500 VEHICLE SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	62,500.00	20,317.25	32.51%	15,956.42	26,226.33	
FUNCTION 4600 SECURITY SERVICES							
	Personnel	30,257.65	6,649.54	21.98%	14,460.44	9,147.67	
	Other	334,002.00	34,675.90	10.38%	130,266.60	169,059.50	
FUNCTION 4700 WAREHOUSING SERVICES							
	Personnel	8,651.93	6,859.42	79.28%	0.00	1,792.51	
TOTAL OPERATIONS & MAINTENANCE		10,519,307.47	4,377,411.88	41.61%	4,909,989.47	1,231,906.12	88.29%
Other Non-Instructional Operations							
FUNCTION 5000 Non-Instructional Operations - Other		28,614.73	2,761.78	9.65%	0.00	25,852.95	
TOTAL Non-Instructional Operations		28,614.73	2,761.78	9.65%	0.00	25,852.95	9.65%
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	22,178.34	7,164.82	32.31%	0.00	15,013.52	
	Other	20,000.00	0.00	0.00%	0.00	20,000.00	
TOTAL FACILITIES		42,178.34	7,164.82	16.99%	0.00	35,013.52	16.99%
DEBT SERVICE							
FUNCTION 7100 DEBT SERVICE - Other		0.00	0.00	0.00%	0.00	0.00	
TOTAL DEBT SERVICE		0.00	0.00	0.00%	0.00	0.00	0.00%
TECHNOLOGY							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,575,533.85	673,246.43	42.73%	991,822.76	(89,535.34)	
	Other	212,505.49	113,053.68	53.20%	5,507.73	93,944.08	
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	406,208.63	175,461.69	43.19%	247,825.06	(17,078.12)	
	Other	665,573.26	409,194.66	61.48%	39,672.27	216,706.33	
TOTAL TECHNOLOGY		2,859,821.23	1,370,956.46	47.94%	1,284,827.82	204,036.95	92.87%
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9300 ADMINISTRATION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9600 OPERATIONS & MAINTENANCE		0.00	0.00	0.00%	0.00	0.00	
TOTAL CONTINGENCY RESERVES		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		91,942,614.24	32,502,299.20	35.35%	50,544,081.39	8,896,233.64	90.32%

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

ACCOUNT TITLE	FY 2014-15				FY 2015-16			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(9,950,157.00)	(9,126,637.48)	(823,519.52)	91.72%	(10,248,262.00)	(3,463,899.50)	(6,784,362.50)	33.80%
240202 BASIC SCHOOL AID	(21,651,824.00)	(22,176,759.37)	524,935.37	102.42%	(22,130,823.00)	(9,221,176.25)	(12,909,646.75)	41.67%
240207 GIFTED & TALENTED	(240,997.00)	(245,765.00)	4,768.00	101.98%	(246,845.00)	(102,852.10)	(143,992.90)	41.67%
240208 REMEDIAL EDUCATION	(1,292,157.00)	(1,317,718.00)	25,561.00	101.98%	(1,323,508.00)	(551,461.69)	(772,046.31)	41.67%
240208 REMEDIAL EDUCATION COMPENSATION SUPPLEMENT	(123,629.00) 0.00	(107,296.63) 0.00	(16,332.37) 0.00	86.79% 0.00%	(105,619.00) (399,315.00)	(8,710.00) (119,794.50)	(96,909.00) (279,520.50)	8.25% 30.00%
240212 SPECIAL ED SOQ	(2,794,545.00)	(2,880,857.56)	86,312.56	103.09%	(2,862,348.00)	(1,192,645.00)	(1,669,703.00)	41.67%
240217 VOCATIONAL ED SOQ	(225,615.00)	(230,078.00)	4,463.00	101.98%	(231,089.00)	(96,287.10)	(134,801.90)	41.67%
240221 SOC SEC-INSTR	(1,404,964.00)	(1,432,757.00)	27,793.00	101.98%	(1,439,052.00)	(599,605.00)	(839,447.00)	41.67%
240223 VRS INSTRUCTIONAL	(2,861,204.00)	(2,917,805.00)	56,601.00	101.98%	(2,846,592.00)	(1,186,080.00)	(1,660,512.00)	41.67%
240241 GROUP LIFE INST	(87,169.00)	(88,894.00)	1,725.00	101.98%	(89,284.00)	(37,201.69)	(52,082.31)	41.67%
240228 READING INTERVENTN	(168,326.00)	(170,830.92)	2,504.92	101.49%	(188,365.00)	0.00	(188,365.00)	0.00%
240205 CAT-REG FOSTER	(71,041.00)	(134,715.00)	63,674.00	189.63%	(132,031.00)	0.00	(132,031.00)	0.00%
240246 CAT-HOMEBOUND	(208,242.00)	(100,051.45)	(108,190.55)	48.05%	(102,053.00)	(18,499.08)	(83,553.92)	18.13%
240248 REGIONAL TUITION	(766,658.00)	(716,395.02)	(50,262.98)	93.44%	(739,236.00)	0.00	(739,236.00)	0.00%
240265 AT RISK SOQ	(1,439,822.00)	(1,468,098.00)	28,276.00	101.96%	(1,474,228.00)	0.00	(1,474,228.00)	0.00%
240309 ESL	(117,708.00)	(129,125.00)	11,417.00	109.70%	(148,706.00)	0.00	(148,706.00)	0.00%
240281 AT RISK 4 YR OLDS	(1,059,219.00)	(1,057,968.00)	(1,251.00)	99.88%	(1,221,024.00)	0.00	(1,221,024.00)	0.00%
240218 CTE - ADULT ED	(19,175.00)	0.00	(19,175.00)	0.00%	0.00	0.00	0.00	0.00%
240252 CTE EQUIPMENT	0.00	(13,266.87)	13,266.87	100.00%	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(42,990.00)	(39,387.00)	(3,603.00)	91.62%	(48,230.00)	0.00	(48,230.00)	0.00%
MATH/READING INSTR SPECIALISTS	(40,267.00)	(40,267.00)	0.00	100.00%	(40,624.00)	0.00	(40,624.00)	0.00%
EARLY READING SPECIALISTS INIT	0.00	0.00	0.00	0.00%	(38,807.00)	0.00	(38,807.00)	0.00%
240275 PRIMARY CLASS SIZE	(1,707,979.00)	(1,693,633.00)	(14,346.00)	99.16%	(1,705,555.00)	0.00	(1,705,555.00)	0.00%
240214 TEXTBOOKS	(493,378.00)	(518,668.08)	25,290.08	105.13%	(505,349.00)	(210,562.10)	(294,786.90)	41.67%
240405 ALGEBRA READINESS	(139,687.00)	(137,583.00)	(2,104.00)	98.49%	(137,583.00)	0.00	(137,583.00)	0.00%
COMMONWEALTH OF VA	(46,906,753.00)	(46,744,556.38)	(162,196.62)	99.65%	(48,404,528.00)	(16,808,774.01)	(31,595,753.99)	34.73%
330212 IMPACT AIDPL81-874	(6,000.00)	(9,173.69)	3,173.69	152.89%	(6,000.00)	(435.81)	(5,564.19)	7.26%
180303 MEDICAID REIMBURSE	(300,000.00)	(397,969.97)	97,969.97	132.66%	(300,000.00)	(36,970.82)	(263,029.18)	12.32%
JR ROTC	(120,000.00)	(100,170.96)	(19,829.04)	83.48%	(120,000.00)	(23,724.43)	(96,275.57)	19.77%
FEDERAL	(426,000.00)	(507,314.62)	81,314.62	119.09%	(426,000.00)	(61,131.06)	(364,868.94)	14.35%

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

	FY 2014-2015				FY 2015-16			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(38,924,147.00)	(38,924,147.00)	0.00	100.00%	(40,114,276.00)	(9,427,000.00)	(30,687,276.00)	23.50%
510500 FUND BALANCE RETURN	(907,000.00)	(907,000.00)	0.00	100.00%	0.00	0.00	0.00	0.00%
510500 USE OF CIP FUNDS	(75,000.00)	(75,000.00)	0.00	0.00%	(977,000.00)	0.00	(977,000.00)	0.00%
CITY	(39,906,147.00)	(39,906,147.00)	0.00	100.00%	(41,091,276.00)	(9,427,000.00)	(31,664,276.00)	22.94%
189912 MISC REV/OTH FUNDS	(238.75)	(78,106.70)	77,867.95	100.00%	(100,000.00)	(17,294.48)	(82,705.52)	17.29%
180303 REBATES & REFUNDS	(30,000.00)	(30,237.78)	237.78	100.79%	(30,000.00)	(3,837.50)	(26,162.50)	12.79%
189903 DONATIONS & SP GF	(7,075.00)	(7,075.00)	0.00	100.00%	(1,105.00)	(1,105.00)	0.00	100.00%
189909 SALE OTHER EQUIP	(3,500.00)	(30,295.02)	26,795.02	865.57%	(3,000.00)	(6,340.39)	3,340.39	211.35%
189910 INSURANCE ADJUST	(127,289.54)	(141,384.78)	14,095.24	111.07%	(57,180.84)	(54,180.84)	(3,000.00)	94.75%
E RATE REIMBURSEMENT	(120,000.00)	(149,288.83)	29,288.83	124.41%	(115,500.00)	(46,704.25)	(68,795.75)	40.44%
TRANSFER IN/OUT	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
MISCELLANEOUS	(288,103.29)	(436,388.11)	148,284.82	151.47%	(306,785.84)	(129,462.46)	(177,323.38)	42.20%
150201 RENTS	(118,000.00)	(123,000.00)	5,000.00	104.24%	(123,000.00)	(123,000.00)	0.00	100.00%
161201 TUITION DAY SCHOOL	(110,000.00)	(84,781.17)	(25,218.83)	77.07%	(110,000.00)	(37,154.48)	(72,845.52)	33.78%
161206 TUITION ADULT	(18,000.00)	(33,115.78)	15,115.78	183.98%	(11,000.00)	(8,632.50)	(2,367.50)	78.48%
161207 TUITION SUMMER SCH	(25,000.00)	(150.00)	(24,850.00)	0.60%	(25,000.00)	0.00	(25,000.00)	0.00%
161202 SPEC PUPIL FEES	(40,000.00)	(31,816.32)	(8,183.68)	79.54%	(40,000.00)	(9,250.33)	(30,749.67)	23.13%
161205 BUS RENTAL	(400,000.00)	(322,611.46)	(77,388.54)	80.65%	(325,000.00)	(161,058.27)	(163,941.73)	49.56%
190101 TUIT FM OTH CO/CY	(634,620.00)	(29,227.68)	(605,392.32)	4.61%	(634,620.00)	0.00	(634,620.00)	0.00%
161201 DUAL ENROLLMENT	(85,000.00)	(128,214.00)	43,214.00	150.84%	(125,000.00)	0.00	(125,000.00)	0.00%
PRINT SHOP	(100,000.00)	(62,165.39)	(37,834.61)	62.17%	(75,000.00)	(46,030.02)	(28,969.98)	61.37%
SCHOOL NUT UTILITIES	(98,500.00)	(95,131.14)	(3,368.86)	96.58%	(95,000.00)	(26,830.92)	(68,169.08)	28.24%
FACILITY RENTALS	(75,000.00)	(46,735.00)	(28,265.00)	62.31%	(60,000.00)	(21,810.75)	(38,189.25)	36.35%
CHARGES FOR SERVICES	(1,704,120.00)	(956,947.94)	(747,172.06)	56.15%	(1,623,620.00)	(433,767.27)	(1,189,852.73)	26.72%
150101 INTEREST-BNK DPST USE OF MONEY	(100.00)	0.00	(100.00)	100.00%	(100.00)	0.00	(100.00)	100.00%
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DESIGNATION - ENCUMBRANCES	(500,478.90)	0.00	(500,478.90)	0.00%	(90,304.40)	0.00	(90,304.40)	0.00%
TOTAL OPERATING FUND	(89,731,702.19)	(88,551,354.05)	(679,869.24)	98.68%	(91,942,614.24)	(26,860,134.80)	(64,992,175.04)	29.21%

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

Original budget	\$ 90,820,024.00
Prior Year Encumbrance	\$ 90,304.40
Restricted Donation Received	\$ 1,105.00
School Bus Proceeds from CIP	\$ 977,000.00
Insurance Proceeds	\$ 54,180.84
Adjusted Budget	\$ 91,942,614.24

Agenda Report

Date: 12/15/15

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 December 1 – 15, 2015, appear as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve the personnel recommendations for December 1 – 15, 2015.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2015-2016:

Hollifield, Sarah	Lee College	B.A./ 0 yrs. (Lv. 0 3)	Heritage High English	1-04-16
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RESIGNATIONS:

Bellman, Henry	Liberty University	B.A./ 5 yrs. (Lv. 5 4)	Heritage High Vocational Technology	12-18-15
Markham, Mitzie	Lynchburg College	B.A./ 17 yrs. (Lv. 17 3)	Dunbar Middle Math	12-31-15

Agenda Report

Date: 12/15/15

Agenda Number: D-3

Attachments: No

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

Subject: Capital Improvement Plan: Dearington Elementary School for Innovation

Summary/Description:

The capital improvement plan includes \$450,000 in construction funding for the replacement of the DESI ceilings and upgrades to the lighting. The City of Lynchburg Office of Procurement and Purchasing has received bids on the project.

A total of four bids for the DESI ceiling replacement and lighting upgrades project were received. The school administration recommends Jamerson-Lewis Construction based on their bid of \$380,000, which was the lowest bid. All bids received are listed below.

BIDDER	Jamerson-Lewis Construction	Glass & Associates Construction	Coleman-Adams Construction, Inc.	Piney Ridge Contracting & Consulting, Inc.
BASE BID	\$380,000	\$435,552	\$394,987	\$396,000

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 Jamerson-Lewis Construction in the amount of \$380,000 for the replacement of ceilings and lighting upgrades at Dearington Elementary School for Innovation.

Agenda Report

Date: 12/15/15

Agenda Number: D-4

Attachments: No

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

Subject: VDOE Security Grant Bid

Summary/Description:

Lynchburg City Schools was awarded a third security equipment grant this year from the Virginia Department of Education. The grant scope includes complete new camera packages for Fort Hill Community School and the Carl B. Hutcherson Building as well as additional cameras at all elementary schools. This bid package also includes the cameras for the new Heritage High School.

Lynchburg City Schools received a total of three bids for security camera system and installation. The school administration recommends Crist Communications based on their low bid amount of \$127,639.77.

	Vendor	Base Bid	Options	Total Cameras	Total
1	Crist Communications	\$125,552.95	\$2,086.82	172	\$127,639.77
2	CDWG	\$182,493.24		170	\$182,493.24
3	Moore's Electrical **	\$88,763.20	\$1,720.76	172	\$90,483.96

** Moore's Electrical bid did not include installation or camera licenses. They only provided a price for the cameras. Their per-camera price was the highest of all three bids.

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 Crist Communications in the amount of \$127,639.77 for the acquisition and installation of security cameras.

Agenda Report

Date: 12/15/15

Agenda Number: F-1

Attachments: No

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

Subject: School Operating Budget: 2015-16

Summary/Description:

During the school board meeting on December 1, 2015, the school administration shared information about budget requests received from all principals and department heads as well as the superintendent's Tier 1 recommendations, which was compiled from those budget requests. School board members had questions about items on the Tier 1 recommendations regarding the Empowerment Academy and instructional coaches.

Information about the details for requested staff, the anticipated number of students, and the overall rationale for the launch phase of the Empowerment Academy will be provided to school board members. Further, the school administration will share more details on the current status of instructional coaches and the plans and rationale for the 2016-17 budget request.

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: 12/15/15

Agenda Number: F-2

Attachments: No

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

Subject: Promise Plan: Gifted Updates

Summary/Description:

As one of the strategies that comprise the Lynchburg City Schools Promise Plan (Strategy Cluster 1), the school division is strengthening approaches to identify and support students in need of gifted services. This presentation provides an update to the school board on training from fall of this year and planned adjustments to deepen ongoing training, modifying some of the selection components based on a review of data and best practices, and planning for further refinement in the future.

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: 12/15/15

Agenda Number: F-3

Attachments: No

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

Subject: Promise Plan: Community Engagement Update

Summary/Description:

As one of the strategies that comprise the Lynchburg City Schools Promise Plan (Strategy Cluster 2), the school division is involved in a variety of activities to engage the community in ways to further student access to academic rigor and strengthen the approach towards student discipline. This presentation provides an overview and update of the recent engagement activities as well as others being planned for later in the school year.

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: 12/15/15

Agenda Number: F-4

Attachments: No

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

Subject: Promise Plan: Benchmark Assessments (Promise Plan Strategy Clusters 6 and 7)

Summary/Description:

This is the second year of the LCS Benchmark Assessments. The school division assessments are intended to provide information to teachers as an additional component of data to ensure that instruction is having the intended impact on student learning. The assessments are designed to have a similar level of rigor as the SOL tests. This presentation will provide an update on some modifications made to the assessments this year and a status report after the recent November assessments.

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: 12/15/15

Agenda Number: G-1

Attachments: Yes

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

Subject: Pauline F. Maloney STEP with Links Program: 2015-16 Budget

Summary/Description:

The Lynchburg City School Board serves as fiscal agent for the Pauline F. Maloney STEP with Links program. The organization's governing board has approved its 2015-16 operating budget in the amount of \$41,350.00, which represents a decrease of \$4,189.00 over the 2014-15 fiscal year.

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

The 2015-16 budget appears as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board authorize the school administration to act as fiscal agent for the Pauline F. Maloney STEP with Links Program and to administer the 2015-16 budget in the amount of \$41,350.00.

STEP WITH LINKS 2015-2016 BUDGET
(Approved at October 19, 2015 Board Meeting)
(Revised/corrected 11/9/15)

	<u>2014-2015 BUDGET</u>	<u>2014-2015 ACTUAL</u>	<u>2015-2016 BUDGET</u>
Staff Salaries			
Director	\$22,000.00	\$22,000.00	\$22,000.00
Part-time Aides	3,000.00	2,555.70	3,000.00
Supplemental (travel allowance)	500.00	-	-
Director's Bonus (optional)	650.00	--	650.00
Administrative Expenses			
FICA	1,913.00	1,780.38	1,800.00
Medical Insurance	4,851.00	3,812.80	4,000.00
Dental Insurance	-	229.00	250.00
Vision Insurance		20.80	
Purchased Services (transportation, professional services, advertising)	3,500.00	545.50	2,000.00
Communications (postage & telephone)	800.00	606.22	700.00
Insurance (Gen. Comp, Group Accident)	375.00	175.00	250.00
Travel	-	25.00	
Materials & Supplies	2,000.00	2747.32	3,000.00

Food Supplies	700.00	-	700.00
Instructional Material (includes travel)	5,000.00	-	3,000.00
Purchased services		631.75	
Materials & Supplies (Board expenses)	100.00	-	
TOTAL	\$45,539.00	\$35,131.27	\$41,350

REVENUE	2014-2015 BUDGET	2014-2015 ACTUAL	2015-2016 BUDGET
LCS Contribution	\$10,000.00	\$10,000.00	\$10,000.00
Donations, Pledges & Grants	\$33,839.00	\$33,839.00	\$31,350.00
Net Income	\$ 0.00	\$ 8,707.73	\$ 0.00

**Step with Links
Board Meeting Minutes & Action Items**

Date: Monday: Oct 19, 2015

Place: Dunbar Middle School Multi- Media Center

Called to Order: 5:00 pm by Elaine Duke

Opening Remarks: Harriet Johnson

Next Meeting Date January 11, 2015

Directors Present: (highlighted in yellow)

Candler, Beth	Post, Sarah
	Reeves, Ethel
Dawson, George	Schewel, Helene
Doyle, Julie	Scruggs, Todd
Duke, Elaine	Sorrells III, Jack
Fauber, Stuart	Stewart, Bonnie (Honorary)
Ferguson, Yvonne	Swain, Diane
Godwin-Kelly, Allison	Thornhill, M. W. (Honorary)
Harris, Marie (Honorary)	Towles, Luke
Hubbard III, Hank	Tweedy, Treney
Johnson, Harriett	Wilt, David
Larsen, Eric	Wood, R. Sackett
Langhorne, Arelia	Woodruff, Evelyn
Packard, Mark	
Poore, Jenny	



Guests Present:

Charleta Mason (SWL Program Director)

Motions/Resolutions Passed by Board

Meeting minutes from the June 8, 2015 meeting approved as e-mailed or mailed.

Hank Hubbard proposed a \$650 bonus for Charleta Mason for the 2014-2015 year and that a more specific bonus criteria be developed for the 2015-2016 year. The motion was seconded and approved by the board

Action Items from Meeting:

Action Items	Individual Responsible
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Take a look and let Jenny or Treney know if you have suggestions. http://www.stepwithlinkslynchburg.org/	All Board members
It was recommended that the Board thank the individuals responsible for the arranging for the food. Charleta will forward the contact information to Elaine Duke	Charleta Mason and Elaine Duke
Concerns about fewer contributions from Banks was discussed and the Fund raising committee will need to follow-up.	Dawson and Hubbard
Treney Tweedy emphasized the need to relook at our recruitment practices and suggested that a formal report about current practices and improvements be presented at next meeting.	Program / Membership Committee (Mason, Woodruff, Swain, Candler
Ethel Reeves suggested putting in requests to the school board to help find additional funding opportunities.	

Opening remarks were provided by Harriett Johnson who acknowledged the contributions of a number of people at the meeting.

Elaine Duke thanked Ethel Reeves for finding the new place for us to meet.

Sarah Post reminded people that we recently sent out the last minutes and highlighted the action items. The minutes were approved by the Board as e-mailed

Directors Report- Charleta Mason presented a summary of the SWL activities for this school year. Please see the attached report from the SWL Director to read her full report and see all the specific activities of the current period and planned events.

The following discussions also took place during Ms. Manson’s presentation

- Most of the discussion centered around activities to help increase the low signups for this year and the integration of 7th graders into the program
- Current enrollment number stands at 41 which is comparable to ending number last year, but does include 7th graders and is below expectations
- Including the 7th graders appears to be working well, they act as mentors and are very positive about the program. The challenge they add is finding totally different activities for this year so not to repeat things that they did last year.
- Ms. Mason reported that she solved the snack issue and there is a USDA program now providing food at no cost, including a meat, fruit and more. The service will be at all three schools.
- It was recommended that the Board thank the individuals responsible for the arranging for the food. Charleta will forward the contact information to Elaine Duke.
- Treney Tweedy emphasized the need to relook at our recruitment practices and suggested that a formal report about current practices and improvements be presented at next meeting.

Finance/Budget Committee– Hank Hubbard

- Hank Hubbard, presented the SWL Financial Report (7/01/14 thru 6/30/15), Step with Links Program Donations as of 6/02/15 and the current Community Trust Statements for Fiscal Year ending 6/30/15 (attached). Hank reviewed:
 - the short fall in expenses due to not taking the Washington DC trip
 - 2015 is currently ahead in contribution, we have collected more than we spent.
- Mr. Hubbard also briefly reviewed the Investment Policy of the Community Trust.
- Mr. Hubbard reviewed the Step with Links 2015-2016 Budget with comparisons to the previous year.
- A motion to approve the 2015-2016 budget as presented was seconded and the motion was approved by the Board.
 - After the meeting a corrected version of the budget was distributed and approved by the majority of the Board by e-mail response. The corrected version is attached to these minutes.
- Diane Swain gave Hank Hubbard \$5300 SWL donation from the Links organization.
- Concerns about fewer contributions from Banks was discussed and the Fund raising committee will need to follow-up.
- There was also discussion about finding money from other sources. Ethel Reeves suggested putting in requests to the school board to help find additional funding opportunities. There is a public meeting October 27. Our program is of a high caliber and address the at risk child. We have not had an increase in funding from them for many years. The Superintendent is very positive about the program and we should find opportunities to recommend an increase for 2016-2017 school year.

Executive Committee – Elaine Duke

- The executive committee including Elaine Duke, Sarah Post (on phone), Hank Hubbard and George Dawson met September 14, 2015 at Amelon Elementary School.
- The committee addressed changing the meeting time and location options and a number of other issues.
- An additional ad hoc Executive Committee phone call focused on ways to address our low initial program signups.

Nominations Committee

- Julie Doyle asked if the board could provide the nominations committee with some feedback on expectation for the committee.
- Feedback included rounding out the committee with additional skill sets and representatives from different industries and the need for more individuals that are still in the work place (and have opportunities for solid connections)
- George will follow up with Wells Fargo

Communications and Newsletter Committee- Treney Tweedy

- Treney Tweedy acknowledged Jenny Poore's significant contribution to the new SWL web site. She reviewed it with the board and asked for feedback from all on the board. Take a look and let Jenny or Treney know if you have suggestions.
<http://www.stepwithlinkslynchburg.org/>
- Some suggestions and improvements planned include a link for donations, access for Charleta to add events, and ability to build in an e-mail list
- Elaine Duke donated the money (\$91) needed to register for the website software Foursquare.

New Business

- Lynchburg Links are celebrating their 65th anniversary this year and asked if the board wanted to buy an ad for the SWL program in their souvenir book. The Board agreed that we should do it as individuals on the board for all those that wanted to contribute a portion of the money.
- Executive Session- Hank Hubbard proposed a \$650 bonus for Charleta Mason for the 2014-2015 year and that a more specific bonus criteria be developed for the 2015-2016 year. The motion was seconded and approved by the board

Acknowledgements

- The Board congratulated Diane Swain on her retirement after 46 years of dedicated service to the local school systems. Ms. Swain recently retired as Principal of Sheffield Elementary School after 26 years. See TV coverage
<http://www.stepwithlinkslynchburg.org/>

Meeting was adjourned at 6:05

The next meetings are

- January 11, 2016
- March 14, 2016
- June 13, 2016

Reports Distributed at Meeting:

- Meeting Agenda
- Board of Directors Report- June 9, 2015
- SWL Financial report (7/01/14 thru 6/31/15)
- Step with Links Program Donations as of 6/02/15
- Current Community Trust Statements for Fiscal Year ending 6/30/15
- Step with Links 2015-2016 Budget

Respectfully submitted,

