



Lynchburg City School Board

James E. Coleman  
School Board District 3

Regina T. Dolan-Sewell  
School Board District 1

Mary Ann Hoss  
School Board District 1

Michael J. Nilles  
School Board District 3

Jennifer R. Poore  
School Board District 2

Katie Snyder  
School Board District 3

J. Marie Waller  
School Board District 2

Thomas H. Webb  
School Board District 2

Charles B. White  
School Board District 1

School Administration

Scott S. Brabrand  
Superintendent

John C. McClain  
Assistant Superintendent of  
Curriculum and Instruction

Ben W. Copeland  
Assistant Superintendent of  
Operations and Administration

Anthony E. Beckles, Sr.  
Chief Financial Officer

Wendie L. Sullivan  
Clerk

**SCHOOL BOARD MEETING**

**December 16, 2014 5:30 p.m.  
School Administration Building  
Board Room**

**A. PUBLIC COMMENTS**

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

**B. SPECIAL PRESENTATION**

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

**C. FINANCE REPORT**

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

**D. CONSENT AGENDA**

- 1. School Board Meeting Minutes: November 18, 2014 (Regular Meeting)  
December 2, 2014 (Regular Meeting)
- 2. Personnel Report  
Marie F. Gee . . . . . Page 8  
Discussion/Action

**E. STUDENT REPRESENTATIVE COMMENTS**

**F. UNFINISHED BUSINESS**

- 1. Policy FFA Naming School Facilities and Regulation KHZ-R Gifts,  
Donations, and Bequests  
Ben W. Copeland . . . . . Page 10  
Discussion/Action

2. Lynchburg City School Board Policy Updates  
Ben W. Copeland . . . . .Page 14  
Discussion/Action
3. Capital Improvement Plan: School Administration Building  
Ben W. Copeland . . . . .Page 29  
Discussion/Action
4. VSBA/VASS Funding Resolution  
Scott S. Brabrand. . . . . Page 31  
Discussion/Action
5. High School Program of Studies: 2015-16  
John C. McClain . . . . . Page 34  
Discussion/Action

**G. NEW BUSINESS**

1. Discretionary Grant Development Program  
John C. McClain . . . . . Page 36  
Discussion
2. LAUREL Regional Program Budget: 2014-15  
Anthony E. Beckles, Sr. . . . .Page 37  
Discussion/Action
3. Pauline F. Maloney STEP with Links Program  
Budget: 2014-15  
Anthony E. Beckles, Sr. . . . .Page 47  
Discussion/Action

**H. SUPERINTENDENT’S COMMENTS**

**H. BOARD COMMENTS**

**I. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, January 6, 2015, 5:30 p.m., Board Room, School Administration Building

**J. ADJOURNMENT**

# Agenda Report

**Date:** 12/16/14

**Agenda Number:** A-1

**Attachments:** No

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

**Subject:** Public Comments

**Summary/Description:**

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

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

**Recommendation:**

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

# Agenda Report

**Date:** 12/16/14

**Agenda Number:** B-1

**Attachments:** No

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

**Subject:** Student Recognition

**Summary/Description:**

During this presentation, the school board and the school administration will recognize the accomplishments and achievements for the following students:

E. C. Glass High School

Elizabeth T. Davidson – Sophomore – Cross Country  
Peter D. Seufer – Senior – Cross Country

**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:** 12/16/14

**Agenda Number:** C-1

**Attachments:**

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

**Subject:**

**Summary/Description:**

The school administration, in accordance with the 2014-15 school's operating budget, authorized, approved, and processed the necessary payments through November 30, 2014. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through November 30, 2014, for the operating fund.

Total Operating Fund Budget	\$ 88,114,120.00
Insurance Proceeds Reallocated	\$ 1,532.32
Restricted Donations	\$ 5,000.00
Sale of Assets, Restricted	\$ <u>3,500.00</u>
Revised Budget	\$ 88,124,152.32

Through November 30, 2014

Actual Revenue Received	\$ 25,226,224.60
Actual Expenditures	\$ 27,573,608.16
Actual Encumbered	\$ 50,897,602.58

Percent of Budget Received	28.63%
Percent of Budget Used, excluding encumbrances	31.29%

As of 11/30/14 – 5 months 41.66%

The revenue and expenditure reports detail the transactions recorded through November 30, 2014. All reports appear as attachments to the agenda report.

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

**Recommendation:**

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

Agenda Report Attachment

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

Item: C-1

	Fiscal Year 2014-15					BUDGET % USED
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	
<b>INSTRUCTION</b>						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel	46,788,069.25	11,654,581.56	24.91%	32,199,974.06	2,933,513.63	
Other	3,415,145.20	1,274,300.47	37.31%	183,706.50	1,957,138.23	
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel	3,281,195.91	1,074,901.51	32.76%	2,068,546.15	137,748.25	
Other	177,144.00	19,361.85	10.93%	30,523.80	127,258.35	
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel	3,489,247.41	1,370,847.10	39.29%	2,250,381.10	(131,980.79)	
Other	1,507,015.21	183,685.56	12.19%	110,902.24	1,212,427.41	
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN						
Personnel	5,036,969.16	1,944,737.78	38.61%	2,971,791.67	120,439.71	
Other	119,295.00	27,080.75	22.70%	2,299.16	89,915.09	
<b>TOTAL INSTRUCTION</b>	<b>63,814,081.14</b>	<b>17,549,496.58</b>	<b>27.50%</b>	<b>39,818,124.68</b>	<b>6,446,459.88</b>	<b>89.90%</b>
<b>ADMINISTRATION</b>						
FUNCTION 2100 ADMINISTRATION						
Personnel	2,367,295.20	742,420.16	31.36%	1,069,645.83	555,229.21	
Other	1,192,241.04	466,074.20	39.09%	371,842.81	354,324.03	
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel	2,652,742.17	691,727.99	26.08%	1,712,867.31	248,146.87	
Other	52,225.00	6,808.64	13.04%	3,031.94	42,384.42	
<b>TOTAL ADMINISTRATION</b>	<b>6,264,503.41</b>	<b>1,907,030.99</b>	<b>30.44%</b>	<b>3,157,387.89</b>	<b>1,200,084.53</b>	<b>80.84%</b>
<b>PUPIL TRANSPORTATION</b>						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel	327,926.10	132,568.32	40.43%	191,053.38	4,304.40	
Other	23,276.00	13,437.47	57.73%	1,314.39	8,524.14	
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel	2,619,766.00	778,537.62	29.72%	1,557,772.12	283,456.26	
Other	946,900.00	399,769.26	42.22%	24,037.20	523,093.54	
FUNCTION 3300 MONITORING SERVICE						
Personnel	398,732.57	99,751.04	25.02%	233,729.82	65,251.71	
Other	0.00	0.00	0.00%	0.00	0.00	
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel	350,627.98	145,814.61	41.59%	214,302.20	-9,488.83	
Other	383,282.32	150,680.18	39.31%	7,869.17	224,732.97	
FUNCTION 3500 BUS PURCHASE - REGULAR						
Other	0.00	0.00	0.00%	0.00	0.00	
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>5,050,510.97</b>	<b>1,720,558.50</b>	<b>34.07%</b>	<b>2,230,078.28</b>	<b>1,099,874.19</b>	<b>78.22%</b>
<b>OPERATIONS &amp; MAINTENANCE</b>						
FUNCTION 4100 MANAGEMENT & DIRECTION						
Personnel	194,667.69	82,928.69	42.60%	116,100.04	(4,361.04)	
Other	84,000.00	60,805.63	72.39%	62,424.88	(39,230.51)	

# Agenda Report Attachment

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

Item: C-1

<b>FUNCTION 4200 BUILDING SERVICES</b>							
	Personnel	4,553,884.22	1,800,401.02	39.54%	2,296,339.65	457,143.55	
	Other	4,467,660.00	2,092,309.90	46.83%	1,832,426.81	542,923.29	
<b>FUNCTION 4300 GROUNDS SERVICES</b>							
	Personnel	245,101.40	92,840.98	37.88%	135,663.59	16,596.83	
	Other	35,000.00	24,206.39	69.16%	2,490.00	8,303.61	
<b>FUNCTION 4400 EQUIPMENT SERVICES</b>							
	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	80,000.00	63,985.89	79.98%	0.00	16,014.11	
<b>FUNCTION 4500 VEHICLE SERVICES</b>							
	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	62,500.00	19,356.40	30.97%	114.00	43,029.60	
<b>FUNCTION 4600 SECURITY SERVICES</b>							
	Personnel	165,445.67	6,900.37	4.17%	13,919.40	144,625.90	
	Other	334,002.00	61,683.73	18.47%	60,021.71	212,296.56	
<b>FUNCTION 4700 WAREHOUSING SERVICES</b>							
	Personnel	8,482.29	6,764.68	79.75%	0.00	1,717.61	
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>		<b>10,230,743.27</b>	<b>4,312,183.68</b>	<b>42.15%</b>	<b>4,519,500.08</b>	<b>1,399,059.51</b>	<b>86.32%</b>
<b>Other Non-Instructional Operations</b>							
FUNCTION 5000 Non-Instructional Operations - Other		25,439.48	5,596.58	22.00%	1,905.80	17,937.10	
<b>TOTAL Non-Instructional Operations</b>		<b>25,439.48</b>	<b>5,596.58</b>	<b>22.00%</b>	<b>1,905.80</b>	<b>17,937.10</b>	<b>29.49%</b>
<b>FACILITIES</b>							
FUNCTION 6200 SITE IMPROVEMENTS		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	22,178.34	4,648.68	20.96%	0.00	17,529.66	
	Other	20,000.00	9,956.00	49.78%	5,812.50	4,231.50	
<b>TOTAL FACILITIES</b>		<b>42,178.34</b>	<b>14,604.68</b>	<b>34.63%</b>	<b>5,812.50</b>	<b>21,761.16</b>	<b>48.41%</b>
<b>DEBT SERVICE</b>							
FUNCTION 7100 DEBT SERVICE - Other		0.00	0.00	0.00%	0.00	0.00	
<b>TOTAL DEBT SERVICE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TECHNOLOGY</b>							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,504,306.92	605,014.15	40.22%	905,280.54	(5,987.77)	
	Other	222,005.49	726,637.50	327.31%	3,620.00	(508,252.01)	
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	394,238.79	108,806.78	27.60%	152,995.50	132,436.51	
	Other	576,144.51	623,678.72	108.25%	102,897.31	(150,431.52)	
<b>TOTAL TECHNOLOGY</b>		<b>2,696,695.71</b>	<b>2,064,137.15</b>	<b>76.54%</b>	<b>1,164,793.35</b>	<b>(532,234.79)</b>	<b>119.74%</b>
<b>CONTINGENCY RESERVES</b>							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9300 ADMINISTRATION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9600 OPERATIONS & MAINTENANCE		0.00	0.00	0.00%	0.00	0.00	
<b>TOTAL CONTINGENCY RESERVES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TOTAL OPERATING BUDGET</b>		<b>88,124,152.32</b>	<b>27,573,608.16</b>	<b>31.29%</b>	<b>50,897,602.58</b>	<b>9,652,941.58</b>	<b>89.05%</b>

ACCOUNT TITLE	FY 2013-14 (unaudited)				FY 2014-15			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(9,771,846.00)	(8,622,541.20)	(1,149,304.80)	88.24%	(9,950,157.00)	(2,950,725.60)	(6,999,431.40)	29.66%
240202 BASIC SCHOOL AID	(19,245,033.00)	(19,831,810.00)	586,777.00	103.05%	(21,651,824.00)	(8,119,433.98)	(13,532,390.02)	37.50%
240207 GIFTED & TALENTED	(231,550.00)	(235,323.00)	3,773.00	101.63%	(240,997.00)	(90,373.86)	(150,623.14)	37.50%
240208 REMEDIAL EDUCATION	(1,167,820.00)	(1,186,844.00)	19,024.00	101.63%	(1,292,157.00)	(484,558.88)	(807,598.12)	37.50%
240208 REMEDIAL EDUCATION	(195,237.00)	(120,169.00)	(75,068.00)	61.55%	(123,629.00)	(15,453.63)	(108,175.37)	12.50%
240212 SPECIAL ED SOQ	(2,250,067.00)	(2,286,721.00)	36,654.00	101.63%	(2,794,545.00)	(1,047,954.38)	(1,746,590.62)	37.50%
240217 VOCATIONAL ED SOQ	(281,888.00)	(286,480.00)	4,592.00	101.63%	(225,615.00)	(84,605.62)	(141,009.38)	37.50%
240221 SOC SEC-INSTR	(1,328,898.00)	(1,350,547.00)	21,649.00	101.63%	(1,404,964.00)	(526,861.53)	(878,102.47)	37.50%
240223 VRS INSTRUCTIONAL	(2,214,831.00)	(2,250,911.00)	36,080.00	101.63%	(2,861,204.00)	(1,072,951.48)	(1,788,252.52)	37.50%
240241 GROUP LIFE INST	(85,573.00)	(86,967.00)	1,394.00	101.63%	(87,169.00)	(32,688.36)	(54,480.64)	37.50%
240228 READING INTERVENTN	(144,929.00)	(164,513.00)	19,584.00	113.51%	(168,326.00)	0.00	(168,326.00)	0.00%
240205 CAT-REG FOSTER	(71,786.00)	(117,687.56)	45,901.56	163.94%	(71,041.00)	0.00	(71,041.00)	0.00%
240246 CAT-HOMEBOUND	(214,961.00)	(199,896.17)	(15,064.83)	92.99%	(208,242.00)	(11,770.76)	(196,471.24)	5.65%
240248 REGIONAL TUITION	(776,368.00)	(642,299.73)	(134,068.27)	82.73%	(766,658.00)	0.00	(766,658.00)	0.00%
240265 AT RISK SOQ	(1,216,431.00)	(1,236,110.00)	19,679.00	101.62%	(1,439,822.00)	0.00	(1,439,822.00)	0.00%
240309 ESL	(82,660.00)	(106,224.00)	23,564.00	128.51%	(117,708.00)	0.00	(117,708.00)	0.00%
330213 SCHOOL LUNCH	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
240281 AT RISK 4 YR OLDS	(1,215,707.00)	(1,215,707.00)	0.00	100.00%	(1,059,219.00)	0.00	(1,059,219.00)	0.00%
240218 CTE - ADULT ED	(19,175.00)	(584.00)	(18,591.00)	0.00%	(19,175.00)	0.00	(19,175.00)	0.00%
240252 CTE EQUIPMENT	0.00	(6,655.13)	6,655.13	0.00%	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(42,030.00)	(35,667.00)	(6,363.00)	84.86%	(42,990.00)	0.00	(42,990.00)	0.00%
240273 CPI HOLD HARMLESS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
MATH/READING INSTR SPECIALISTS	0.00	0.00	0.00	0.00%	(40,267.00)	0.00	(40,267.00)	0.00%
ADDITIONAL STATE SUPPORT	(466,336.00)	(466,336.29)	0.29	0.00%	0.00	0.00	0.00	0.00%
EARLY READING SPECIALISTS INIT	(37,214.00)	0.00	(37,214.00)	0.00%	0.00	0.00	0.00	0.00%
240275 PRIMARY CLASS SIZE	(1,570,158.00)	(1,616,146.00)	45,988.00	102.93%	(1,707,979.00)	0.00	(1,707,979.00)	0.00%
240214 TEXTBOOKS	(451,674.00)	(459,032.00)	7,358.00	101.63%	(493,378.00)	(185,016.78)	(308,361.22)	37.50%
SALARY SUPPLEMENT	(500,162.00)	(508,716.00)	8,554.00	101.71%	0.00	0.00	0.00	0.00%
240203 GED/ISAEP	(23,576.00)	(23,576.00)	0.00	100.00%	0.00	0.00	0.00	0.00%
240405 ALGEBRA READINESS	(124,221.00)	(130,376.00)	6,155.00	104.95%	(139,687.00)	0.00	(139,687.00)	0.00%
<b>COMMONWEALTH OF VA</b>	<b>(43,730,131.00)</b>	<b>(43,187,839.08)</b>	<b>(542,291.92)</b>	<b>98.76%</b>	<b>(46,906,753.00)</b>	<b>(14,622,394.86)</b>	<b>(32,284,358.14)</b>	<b>31.17%</b>
330201 BASIC ADULT ED.	(50,000.00)	(69,594.58)	19,594.58	139.19%	0.00	0.00	0.00	0.00%
330212 IMPACT AIDPL81-874	(6,000.00)	(7,616.99)	1,616.99	126.95%	(6,000.00)	(117.33)	(5,882.67)	1.96%
180303 MEDICAID REIMBURSE	(300,000.00)	(377,901.31)	77,901.31	125.97%	(300,000.00)	(95,270.06)	(204,729.94)	31.76%
JR ROTC	(120,000.00)	(109,144.52)	(10,855.48)	90.95%	(120,000.00)	(27,113.41)	(92,886.59)	22.59%
<b>FEDERAL</b>	<b>(476,000.00)</b>	<b>(564,257.40)</b>	<b>88,257.40</b>	<b>118.54%</b>	<b>(426,000.00)</b>	<b>(122,500.80)</b>	<b>(303,499.20)</b>	<b>28.76%</b>



	FY 2013-2014 (unaudited)				FY 2014-2015			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(38,201,147.00)	(38,201,147.00)	0.00	100.00%	(38,924,147.00)	(10,000,000.00)	(28,924,147.00)	25.69%
510500 FUND BALANCE RETURN	(507,487.00)	(507,487.00)	0.00	100.00%	0.00	0.00	0.00	0.00%
510500 USE OF RESERVES	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
510502 CITY DEBT SERV APP	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>CITY</b>	<b>(38,708,634.00)</b>	<b>(38,708,634.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(38,924,147.00)</b>	<b>(10,000,000.00)</b>	<b>(28,924,147.00)</b>	<b>25.69%</b>
189912 MISC REV/OTH FUNDS	0.00	(193,564.59)	193,564.59	100.00%	0.00	(13,233.30)	13,233.30	100.00%
180303 REBATES & REFUNDS	(30,000.00)	(21,421.90)	(8,578.10)	71.41%	(30,000.00)	(12,871.62)	(17,128.38)	42.91%
189903 DONATIONS & SP GF	(100.00)	(100.00)	0.00	0.00%	(5,000.00)	(5,000.00)	0.00	0.00%
189909 SALE OTHER EQUIP	0.00	(9,833.86)	9,833.86	0.00%	(3,500.00)	(13,795.02)	10,295.02	0.00%
189910 INSURANCE ADJUST	(3,000.00)	(4,114.66)	1,114.66	137.16%	(4,532.32)	(4,740.28)	207.96	104.59%
189912 OTHER FUNDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
E RATE REIMBURSEMENT	(120,000.00)	(101,994.43)	(18,005.57)	85.00%	(120,000.00)	(74,459.47)	(45,540.53)	62.05%
TRANSFER IN/OUT	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>MISCELLANEOUS</b>	<b>(153,100.00)</b>	<b>(331,029.44)</b>	<b>177,929.44</b>	<b>216.22%</b>	<b>(163,032.32)</b>	<b>(124,099.69)</b>	<b>(38,932.63)</b>	<b>76.12%</b>
150201 RENTS	(98,000.00)	(123,000.00)	25,000.00	125.51%	(118,000.00)	(123,000.00)	5,000.00	104.24%
161201 TUITION DAY SCHOOL	(110,000.00)	(112,830.67)	2,830.67	102.57%	(110,000.00)	(39,268.22)	(70,731.78)	35.70%
161206 TUITION ADULT	(18,000.00)	(6,183.25)	(11,816.75)	34.35%	(18,000.00)	0.00	(18,000.00)	0.00%
161207 TUITION SUMMER SCH	(40,000.00)	(38,721.50)	(1,278.50)	96.80%	(25,000.00)	0.00	(25,000.00)	0.00%
161202 SPEC PUPIL FEES	(45,000.00)	(40,081.17)	(4,918.83)	89.07%	(40,000.00)	(952.43)	(39,047.57)	2.38%
161205 BUS RENTAL	(400,000.00)	(312,682.37)	(87,317.63)	78.17%	(400,000.00)	(113,367.04)	(286,632.96)	28.34%
190101 TUIT FM OTH CO/CY	(634,620.00)	(651,421.70)	16,801.70	102.65%	(634,620.00)	0.00	(634,620.00)	0.00%
161201 DUAL ENROLLMENT	(85,000.00)	(120,367.50)	35,367.50	141.61%	(85,000.00)	0.00	(85,000.00)	0.00%
PRINT SHOP	(100,000.00)	(76,650.75)	(23,349.25)	76.65%	(100,000.00)	(27,689.73)	(72,310.27)	27.69%
SCHOOL NUT UTILITIES	(98,500.00)	(86,976.73)	(11,523.27)	88.30%	(98,500.00)	(34,029.96)	(64,470.04)	34.55%
FACILITY RENTALS	(60,020.00)	(61,317.26)	1,297.26	102.16%	(75,000.00)	(18,921.87)	(56,078.13)	25.23%
<b>CHARGES FOR SERVICES</b>	<b>(1,689,140.00)</b>	<b>(1,630,232.90)</b>	<b>(58,907.10)</b>	<b>96.51%</b>	<b>(1,704,120.00)</b>	<b>(357,229.25)</b>	<b>(1,346,890.75)</b>	<b>20.96%</b>
150101 INTEREST-BNK DPST	0.00	0.00	0.00	100.00%	(100.00)	0.00	(100.00)	100.00%
<b>USE OF MONEY</b>								
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DESIGNATION - ENCUMBRANCES	(36,798.29)	0.00	(36,798.29)	0.00%	0.00	0.00	0.00	0.00%
<b>TOTAL OPERATING FUND</b>	<b>(84,793,803.29)</b>	<b>(84,421,992.82)</b>	<b>(335,012.18)</b>	<b>99.56%</b>	<b>(88,124,152.32)</b>	<b>(25,226,224.60)</b>	<b>(62,897,927.72)</b>	<b>28.63%</b>

Original budget	\$ 84,249,418.00
Fund Balance Return	\$ 507,487.00
Restricted Donation Received	\$ 100.00
Lease Purchase Funds	\$ -
Designation - Prior Year Encumb	\$ 36,798.29
Adjusted Budget	\$ 84,793,803.29

Original budget	\$ 88,114,120.00
Fund Balance Return	\$ -
Restricted Donation Received	\$ 5,000.00
Insurance proceeds allocated	\$ 1,532.32
Restricted Sale of Assets (CTE)	\$ 3,500.00
Designation - Prior Year Encumb	\$ -
Adjusted Budget	\$ 88,124,152.32

# Agenda Report

**Date:** 12/16/14

**Agenda Number:** D-2

**Attachments:** Yes

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

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for December 2 – 16, 2014, appear as an attachment to this agenda report.

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

## **Recommendation:**

The superintendent recommends that the school board approve the personnel recommendations for December 2 – 16, 2014.

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
-------------	----------------	-------------------------------	-------------------------------	---------------------------

**NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2014-15:**

Brooks, Hope	Longwood University	B.A./0 yrs. (Lv. 0 3)	Perrymont Elementary Fifth Grade	01-05-15
Cedillo, Mary	East Carolina University	M.A./14 yrs. (Lv. 14 3)	E.C. Glass/Heritage High Spanish	01-05-15
Ferguson, Angela	Lynchburg College	B.A./0 yrs. (Lv. 0 1)	Perrymont Elementary Fifth Grade	01-05-15
Grant, Meghan	Liberty University	M.A./0 yrs. (Lv. 0 3)	Perrymont Elementary Second Grade	12-04-14
Kinne, Brendan	Liberty University	B.A./0 yrs. (Lv. 0 4)	Heritage Elementary Fifth Grade	01-05-15
Tabor, Kayla	Liberty University	B.A./0 yrs. (Lv. 0 3)	Heritage High Math	01-05-15

**RESIGNATIONS:**

Hager, Hannah	Randolph College	M.A./0 yrs. (Lv. 0 3)	Perrymont Elementary Fifth Grade	12-19-14
Jordan, Pansy	Lynchburg College	M.Ed./17 yrs. (Lv. 17 3)	Dunbar Middle Math	12-19-14

# Agenda Report

**Date:** 12/16/14

**Agenda Number:** F-1

**Attachments:** Yes

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

**Subject:** Policy FFA Naming School Facilities and Regulation KHZ-R Gifts, Donations, and Bequests

## **Summary/Description:**

Policy FFA Naming School Facilities was presented to the school board at several previous meetings. This policy provides procedures for the naming of school division properties, portions of properties, gymnasiums, and fields. As a result of discussions during those presentations, the policy has been revised, and those revisions have been reviewed by legal counsel.

Regulation KHZ-R Gifts, Donations, and Bequests is referenced in policy FFA Naming School Facilities and was discussed during the last school board meeting. The revisions discussed at that meeting are reflected in the policy and regulation being presented this evening. The school administration requests approval of the policy and regulation.

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

## **Recommendation:**

The superintendent recommends that the school board approves Policy FFA Naming School Facilities and Regulation KHZ-R Gifts, Donations, and Bequests.

## NAMING SCHOOL FACILITIES

The School Board retains the sole discretion and authority for the naming or renaming of all division properties including, but not limited to, school buildings and portions of buildings (such as gymnasiums, auditoriums, playing fields and entry ways) and fixtures (such as benches and trees). This Policy describes the procedure and considerations for naming such properties and fixtures.

The School Board will not accept compensation from individuals and businesses in exchange for the naming rights of school facilities. It will, however, accept financial contributions for the naming of fixtures or intangible things (such as scholarships, programs and endowments), in accordance with KH Public Gifts to the Schools and Regulation KHZ-R Gifts, Donations and Bequests.

## I. Nomination Process

Names may originate at the School Board level or be solicited by the School Board from the community and staff for the naming of division properties and fixtures. Interested individuals or groups may submit a written nomination to the Superintendent. The nomination should identify the facility or fixture to be named and provide other relevant information, including any connection between the proposed name and the school where the proposed naming would occur. The Superintendent/designee should consult with the principal of the school where the proposed naming would occur. The Superintendent ~~will consult with~~ **{and}** the School Board Chair ~~regarding~~ **{will jointly decide}** whether to take the nomination directly to the School Board, refer the nomination to a Naming Committee for consideration, or take no action.

## II. Naming Committee

If the School Board Chair and Superintendent determine that a nomination should be referred to a naming committee, the Superintendent/designee will create an ad hoc committee of seven members to advise the Superintendent. The Committee will consist of:

- Assistant Superintendent of Operations & Administration
- An administrator from the school where the proposed naming would occur
- Two other division employees
- Two community members
- One School Board member

The Naming Committee will review the naming proposal and advise the Superintendent of its recommendation on the proposed naming. The Committee may also recommend alternative names or locations, or recommend against naming.

~~After receiving the Naming Committee's recommendation, the Superintendent will determine whether to recommend approval of the proposed name by the School Board.~~ **{If the Naming Committee recommends a naming proposal, it will be presented to the School Board for consideration.}**

## III. Naming Considerations

- A. If the name of an individual is being considered, that individual should be a person who has made an exceptional contribution to the school or the Division, and the area named should be related to the area in which the individual has contributed or otherwise appropriate. Individuals who have made outstanding state or national service contributions may also be considered. If the name of a living individual is under consideration, that individual should not be a current employee of the Division, and the Committee must have the individual's consent before recommending the individual's name to the School Board.
- B. Geographic and historical naming's are appropriate.
- C. The Committee should not recommend names that are contrary to community standards, or that advance religious, political or business organizations.
- D. Names should be consistent with the Division's basic educational mission, values and goals. The Committee should consider the impact the name will have on the students, the role the name will play in contributing to the Division's overall sense of identity, and the long term effects.
- E. The Committee may make other related recommendations, such as a proposed time duration for the naming.

IV. School Board Consideration

~~If the Superintendent recommends approval,~~ **{T}**he School Board will consider the Superintendent's recommendation in the form of a resolution at a regular Board business meeting that provides for public comment. The original nomination and any Committee recommendations will be submitted. At the discretion of the School Board Chair and Superintendent, representatives of the nominating party and/or the Naming Committee may be permitted to make a presentation.

The School Board shall base its decision on whether the proposal serves the best interest of the Division and is consistent with the Division's policies, vision, mission and goals. The School Board reserves the right to remove the name at any time.

## GIFTS, DONATIONS AND BEQUESTS

The School Board encourages gifts from individuals, community groups and organizations to benefit the Division's educational mission. The School Board reserves the right to accept or decline any proposed gifts. The purpose of this Regulation is to establish the criteria and procedure for evaluating any gifts that may be offered to the School Division.

The Superintendent is authorized to accept or decline on behalf of the School Board, any gifts offered to the Division with a value less than \$1,000{~~\$5,000~~}. The Superintendent will report to the School Board any gifts offered to the Division with a value of \$1,000{~~\$5,000~~} or more, along with any recommendations and/or a proposed gift agreement, as deemed appropriate.

Gifts will not be accepted if they would undermine the goal of equal educational opportunities to all students, or if the terms of acceptance unreasonably interfere with the School Board's control of its operation of the Division.

Gifts, donations and bequests to the School Division should:

- Be reasonably free of restrictions on their use;
- Not contain overt advertising or reflect commercial interests;
- Support equity in access to educational resources;
- Include installation costs, if significant;
- Not require excessive maintenance, personnel or other costs; and
- Be consistent with the Division's vision, mission and goals.

All gifts to a specific school must be approved by the building principal. If the total value of gift(s) from a donor during the school year will exceed \$250{~~\$1,000~~}, gifts over that amount must be approved by the Superintendent/designee prior to acceptance.

If a gift would include the naming of a fixture (such as a bench, tree or painting) or an intangible thing (such as a scholarship, program or endowment), the Naming Considerations contained in Paragraph III of Policy FFA Naming School Facilities, shall be considered before accepting the gift or recommending acceptance by the School Board, as applicable.

Before accepting any gifts that would involve the management of funds, the Superintendent or his designee will verify that appropriate procedures have been implemented for the proper handling of the funds.

# Agenda Report

**Date:** 12/16/14

**Agenda Number:** F-2

**Attachments:** Yes

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

**Subject:** Lynchburg City School Board Policy Updates

## Summary/Description:

The Virginia School Boards Association (VSBA) sent several new policy revisions from the October 2014 update. These policies have been reviewed by legal counsel and reflect the latest changes in state and federal laws and regulations. All policies appear as attachments to the agenda report.

BBFA	School Board Members Conflict of Interest
BDDF	Voting Method
KH	Public Gifts to the Schools
KKA	Service Animals in Public Schools

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

## Recommendation:

The superintendent recommends that the school board approve the Lynchburg City School Board Policies as listed above.



## SCHOOL BOARD MEMBERS CONFLICT OF INTEREST

## A. Purpose

The Lynchburg City School Board seeks, through the adoption of this policy, to assure that the judgment of its members, officers and employees will be guided by a policy that defines and prohibits inappropriate conflicts and requires disclosure of economic interests, as defined by the General Assembly in the State and Local Government Conflict of Interests Act.

## B. Areas of Regulation

The State and Local Government Conflict of Interests Act establishes five principal areas of regulation applicable to board members, officers, and employees of the Lynchburg City School Division. They are:

- Special anti-nepotism rules relating to School Board members and superintendents of schools.
- General rules governing public conduct by School Board members regarding acceptance of gifts and favors.
- Prohibited conduct regarding contracts.
- Required conduct regarding transactions.
- ~~Disclosure~~ **{Disclosures}** required from ~~certain~~ School Board members.

## C. Definitions

"Advisory agency" means any board, commission, committee or post which does not exercise any sovereign power or duty, but is appointed by a governmental agency or officer or is created by law for the purpose of making studies or recommendations, or advising or consulting with a governmental agency.

"Affiliated business entity relationship" means a relationship, other than a parent-subsidary relationship, that exists when

- one business entity has a controlling ownership interest in the other business entity;
- a controlling owner in one entity is also a controlling owner in the other entity; or
- there is shared management or control between the business entities.

Factors that may be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person owns or manages the two entities, there are common or commingled funds or assets, the business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis, or there is otherwise a close working relationship between the entities.

"Business" means any individual or entity carrying on a business or profession, whether or not for profit.

"Contract" means any agreement to which a governmental agency is a party, or any agreement on behalf of a governmental agency which involves the payment of money appropriated

by the General Assembly or political subdivision, whether or not such agreement is executed in the name of the Commonwealth, or some political subdivision of it.

**{“Council” means the Virginia Conflict of Interest and Ethics Advisory Council established in Va. Code § 30-355.}**

~~“Dependent” means a son, daughter, father, mother, brother, sister or other person, whether or not related by blood or marriage, if such person receives from the officer or employee, or provides to the officer or employee, more than one-half of his financial support.~~

"Employee" means all persons employed by a governmental or advisory agency.

"Financial institution" means any bank, trust company, savings institution, industrial loan association, consumer finance company, credit union, broker-dealer as defined in **{subsection A of}** Va. Code § 13.1- 501, or investment company or advisor registered under the federal Investment Advisors Act or Investment Company Act of 1940.

"Gift" means any gratuity, favor, discount, entertainment, hospitality, loan forbearance, or other item having monetary value. It includes services as well as gifts of transportation, local travel, lodgings, and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred. "Gift" does not include any offer of a ticket, **{ coupon,}** or other admission or pass unless the ticket, **{ coupon,}** admission, or pass is ~~used.~~ **"Gift" does not include {used;} honorary degrees and presents from relatives {degrees; any athletic, merit, or need-based scholarship or any other financial aid awarded by a public or private school, institution of higher education, or other educational program pursuant to such school, institution or program’s financial aid standards and procedures applicable to the general public; a campaign contribution properly received and reported pursuant to Va. Code § 24.2-945 et seq.; any gift related to the private profession or occupation of an officer or employee or of a member of the officer or employee’s immediate family; or gifts from relatives or personal friends}. For the purpose of this definition, "relative" means the donee's spouse, child, uncle, aunt, niece, or nephew; a person to whom the donee is engaged to be married; the donee's or his spouse's parent, grandparent, grandchild, brother, or sister; or the donee's brother's or sister's spouse. {For the purpose of this definition, “personal friend” does not include any person that the officer or employee knows or has reason to know is (a) a lobbyist registered pursuant to Va. Code § 2.2-418 et seq.; (b) a lobbyist’s principal as defined in Va. Code § 2.2-419; or (c) a person, organization or business who is a party to or is seeking to become a party to a contract with the School Board. For purposes of this definition, “person, organization, or business” includes individuals who are officers, directors or owners of or who have a controlling ownership interest in such organization or business.}**

"Governmental agency" means each component part of the legislative, executive or judicial branches of state and local government, including each office, department, authority, post, commission, committee, and each institution or board created by law to exercise some regulatory or sovereign power or duty as distinguished from purely advisory powers or duties. Corporations organized or controlled by the Virginia Retirement System are "governmental agencies" for purposes of this policy.

"Immediate family" means (i) a spouse and (ii) any ~~other person residing~~ **{child who resides}**

in the same household as the officer or ~~employee~~, **{employee and}** who is a dependent of the officer or employee ~~or of whom the officer or employee is a dependent.~~

"Officer" means any person appointed or elected to any governmental or advisory agency including local school boards, whether or not he receives compensation or other emolument of office.

"Parent-subsidiary relationship" means a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.

"Personal interest" means a financial benefit or liability accruing to an officer or employee or to a member of his immediate family. Such interest shall exist by reason of

- ownership in a business if the ownership interest exceeds three percent of the total equity of the business;
- annual income that exceeds, or may reasonably be anticipated to exceed, ~~\$10,000~~ **{ \$5,000 }** from ownership in real or personal property or a business;
- salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by a business or governmental agency that exceeds, or may reasonably be anticipated to exceed ~~\$10,000~~ **{ \$5,000 }** annually;
- ownership of real or personal property if the interest exceeds ~~\$10,000~~ **{ \$5,000 }** in value and excluding ownership in a business, income or salary, other compensation, fringe benefits or benefits from the use of property;
- personal liability incurred or assumed on behalf of a business if the liability exceeds three percent of the asset value of the business; or
- an option for ownership of a business or real or personal property if the ownership interest will consist of ~~(i) or (iv)~~ **{ the first or fourth bullets }** above.

"Personal interest in a contract" means a personal interest which an officer or employee has in a contract with a governmental agency, whether due to his being a party to the contract or due to a personal interest in a business which is a party to the contract.

"Personal interest in a transaction" means a personal interest of an officer or employee in any matter considered by his agency. Such personal interest exists when an officer or employee or a member of his immediate family has a personal interest in property or a business, or governmental agency, or represents or provides services to any individual or business and such property, business, or represented or served individual or business is

- the subject of the transaction or
- may realize a reasonably foreseeable direct or indirect benefit or detriment as a result of the action of the agency considering the transaction

Notwithstanding the foregoing, such personal interest in a transaction shall not be deemed to exist where (a) an elected member of a local governing body serves without remuneration as a member of the board of trustees of a not-for-profit entity and such elected member or member of his immediate family has no personal interest related to the not-for-profit entity or (b) an officer or employee of a local governing body is appointed by the local governing body to serve on a governmental agency and the personal interest in the transaction of the governmental agency is a result of the salary, other compensation, fringe benefits, or benefits provided by the local governing

body to the officer or employee.

"Transaction" means any matter considered by any governmental or advisory agency, whether in a committee, subcommittee, or other entity of that agency or before the agency itself, on which official action is taken or contemplated.

#### D. Special Anti-Nepotism Rules Relating to School Board Members and Superintendents

1. The School Board may not employ or pay, and the Superintendent may not recommend for employment, the father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law, of the Superintendent or of a School Board member. This provision shall not be construed to prohibit the employment, promotion, or transfer within the school division, of any person within a relationship described above when such person
  - has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the taking of office of any member of the Board or Superintendent; or
  - has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the inception of such relationship; or
  - was employed by the School Board at any time prior to June 10, 1994, and had been employed at any time as a teacher or other employee of any Virginia school board prior to the taking of office of any member of the School Board or Superintendent.

A person employed as a substitute teacher may not be employed to any greater extent than he was employed by the School Board in the last full school year prior to the taking of office of such board member or Superintendent or to the inception of such relationship.

2. The School Board may employ or pay, and the Superintendent may recommend for employment, any family member of the Superintendent or of a School Board member provided that
  - a) the member certifies that he had no involvement with the hiring decision; and
  - b) the Superintendent certifies to the remaining members of the school board in writing that the recommendation is based upon merit and fitness and the competitive rating of the qualifications of the individual and that no member of the board had any involvement with the hiring decision.
3. No family member (as listed in section D.1., above) of any employee may be employed by the School Board if the family member is to be employed in a direct supervisory and/or administrative relationship either supervisory or subordinate to the employee. The employment and assignment of family members in the same organizational unit is discouraged.

#### E. General Rules Governing Public Conduct by School Board Members Regarding Gifts and Favors

1. Prohibited Conduct

Neither the School Board collectively, nor any member of the board, shall

- solicit or accept money, or anything else of value, for services performed within the scope of his or her official duties other than his or her regular compensation, expenses or other remuneration;
- offer or accept money, or anything else of value, for or in consideration of obtaining employment, appointment, or promotion in the school division;
- offer or accept any money or anything else of value for or in consideration of the use of his public position to obtain a contract for any person or business with the school division.
- use for his or her own economic benefit, or anyone else's, confidential information gained by reason of his or her office, and which is not available to the public; accept
- any money, loan, gift, favor or service that might reasonably tend to influence the discharge of duties;
- accept any business or professional opportunity from which a School Board member may gain a financial benefit, where the member knows or should know that there is a reasonable likelihood that the opportunity is being offered with intent to influence his or her conduct in the performance of official duties.

2. **{Prohibited Gifts**

**For purposes of this subsection:**

**“Intangible gift” means a thing of temporary value or a thing that upon the happening of a certain event or expiration of a given date loses its value. “Intangible gift” includes entertainment, hospitality a ticket, admission, or pass, transportation, lodgings and meals that are reportable on Schedule E of the disclosure form prescribed in Va. Code § 2.2-3117.**

**“Tangible gift” means a thing of value that does not lose its value upon the happening of a certain event or expiration of a given date. “Tangible gift” includes currency, negotiable instruments, securities, stock options or other financial instruments that are reportable on Schedule E of the disclosure form prescribed in Va. Code § 2.2-3117. “Tangible gift” does not include payments or reimbursements received for an intangible gift.**

**“Person, organization or business” includes individuals who are officers, directors or owners of or who have a controlling ownership interest in such organization or business.**

**School Board members and employees required to file a Statement of Economic Interests as prescribed in VA. Code § 2.2-3117 (i) shall not solicit, accept or receive within any calendar year any single tangible gift with a value in excess of \$250 or a combination of tangible gifts with an aggregate value in excess of \$250 from any person that the member or employee knows or has reason to know is (a) a lobbyist registered pursuant to Va. Code § 2.2-418 et seq.; (b) a lobbyist’s principal as defined in Va. Code § 2.2-419; or (c) a person, organization or business who is a party to or is seeking to become a party to a contract with the School Board**

**School Board members and employees required to file a Statement of Economic Interests shall report any tangible gift with a value of \$250 or less or any intangible gift received from any person listed in clause (i) on Schedule E of such disclosure form; and shall report any payments for talks, meetings, and publications on Schedule D of such disclosure**

form.

**The \$250 limitation imposed in accordance with this section shall be adjusted by the Council every five years, as of January 1 of that year, in an amount equal to the annual increases for that five-year period in the United States Average Consumer Price Index for all items, all urban consumers (CPI-U), as published by the Bureau of Labor Statistics of the U.S. Department of Labor, rounded to the nearest whole dollar.}**

3. Nothing herein shall be construed to prohibit or apply to the acceptance by a teacher or other employee of Lynchburg City School Board of an award or payment in honor of meritorious or exceptional services performed by the teacher or employee and made by an organization exempt from federal income taxation pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code.

F. Prohibited Conduct Regarding Contracts

1. No School Board member shall have a personal interest in (i) any contract with the School Board or (ii) any contract with any government agency which is subject to the ultimate control of the Board;
2. Exceptions - The above prohibition shall not be applicable to:
  - A Board member's personal interest in a contract of employment provided the employment first began prior to the member becoming a member of the School Board
  - Contracts for the sale by a governmental agency of services or goods at uniform prices available to the general public
  - A contract awarded to a member of the School Board as a result of competitive sealed bidding where the School Board has established a need for the same or substantially similar goods through purchases prior to the election or appointment of the member to serve on the School Board; however, the member shall have no involvement in the preparation of the specifications for such contract, and the remaining members of the School Board, by written resolution, shall state that it is in the public interest for the member to bid on such contract
  - The sale, lease or exchange of real property between an officer or employee and a governmental agency, provided the officer or employee does not participate in any way as such officer or employee in such sale, lease or exchange, and this fact is set forth as a matter of public record by the governing body of the governmental agency or by the administrative head thereof
  - The publication of official notices
  - Contracts between the ~~government or~~ School Board of a town or city with a population of less than 10,000 and an officer or employee of that town or city government or ~~{the}~~ School Board when the total of such contracts between the ~~town or city government or~~ School Board and the officer or employee of that town or city government or school board or a business controlled by ~~him~~ **{the officer or employee}** does not exceed \$10,000 per year or such amount exceeds \$10,000 and is less than \$25,000 but results from contracts arising from awards made on a sealed bid basis, and such officer or employee has made disclosure as provided for in Va. Code § 2.2-3115
  - An officer or employee whose sole personal interest in a contract with the governmental agency is by reason of income from the contracting firm or governmental agency in

excess of \$10,000 per year, provided the officer or employee or a member of his immediate family does not participate and has no authority to participate in the procurement or letting of such contract on behalf of the contracting firm and the officer or employee either does not have authority to participate in the procurement or letting of the contract on behalf of his governmental agency or he disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating the contract or in approving the contract

- Contracts between an officer’s or employee’s governmental agency and a public service corporation, financial institution, or company furnishing public utilities in which the officer or employee has a personal interest provided the officer or employee disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating or approving the contract
- Contracts for the purchase of goods or services when the contract does not exceed \$500
- Grants or other payment under any program wherein uniform rates for, or the amounts paid to, all qualified applicants are established solely by the administering governmental agency
- An officer or employee whose sole personal interest in a contract with his own governmental agency is by reason of his marriage to his spouse who is employed by the same agency, if the spouse was employed by such agency for five or more years prior to marrying such officer or employee
- Employment contracts and other contracts entered into prior to August 1,1987, provided such contracts were in compliance with the Virginia Conflict of Interests Act (or the Comprehensive Conflict of Interests Act)at the time of their formation and thereafter. Those contracts shall continue to be governed by the provisions of the appropriate prior Act. The employment by the same governmental agency of an officer or employee and spouse or any other relative residing in the same household shall not be deemed to create a material financial interest except when one of the persons is employed in a direct supervisory and/or administrative position with respect to the spouse or other relative residing in his household and the annual salary of the subordinate is \$35,000 or more.

G. Prohibited Conduct Regarding Transactions

1. Each School Board member and School Board employee who has a personal interest in a transaction
  - a. shall disqualify himself from participating in the transaction if
    - (i) the transaction has application solely to property or a business or governmental agency in which he has a personal interest or a business that has a parent-subsidiary or affiliated business entity relationship with the business in which he has a personal interest, or
    - (ii) he is unable to participate pursuant to subdivision G.1.b, G.1.c., or G.1.d. of this policy.

Any disqualification under this subsection shall be recorded in the School Board’s public records. The School Board member or employee shall disclose his personal interests as required by Va. Code § 2.2-3115E and shall not vote or in any manner act on behalf of the School Board in the transaction. The member or employee shall not

- (i) attend any portion of a closed meeting authorized by the Virginia Freedom of Information Act when the matter in which he has a personal interest is

- discussed; or
  - (ii) discuss the matter in which he has a personal interest with other governmental officers or employees at any time.
  - b. may participate in the transaction if he is a member of a business, profession, occupation, or group of three or more persons, the members of which are affected by the transaction, and he complies with the declaration requirements of Va. Code § 2.2-3115 G;
  - c. may participate in the transaction when a party to the transaction is a client of his firm if he does not personally represent or provide services to such client and he complies with the declaration requirements of Va. Code § 2.2-3115 H; or
  - d. may participate in the transaction if it affects the public generally, even though his personal interest, as a member of the public, may also be affected by that transaction.
2. Disqualification under this section shall not prevent any employee having a personal interest in a transaction in which his employer is involved from representing himself or a member of his immediate family in such transaction provided he does not receive compensation for such representation and provided he complies with the disqualification and relevant disclosure requirements of this policy.
  3. If disqualifications under subsection 1.a. of this section leave less than the number required by law to act, the remaining member or members of the board shall constitute a quorum for the conduct of business and have authority to act for the board by majority vote, unless a unanimous vote of all members is required by law, in which case authority to act shall require a unanimous vote of remaining members.
  4. The provisions of this section shall not prevent a board member or employee from participating in a transaction merely because such a board member or employee is a defendant in a civil legal proceeding concerning such transaction.

H. Disclosure Requirements for School Board Members

1. School Board members will file, as a condition of assuming office, with the clerk of the school board a disclosure statement of their personal interests and other information as is specified on the form set forth in Va. Code § 2.2-3117 and shall thereafter file such statement annually on or before January 15.
2. Any board member or employee who is disqualified from participating in a transaction under Section G.1.a. of this policy, or otherwise elects to disqualify himself, shall forthwith make disclosure of the existence of his interest, including the full name and address of the business and the address or parcel number for the real estate if the interest involves a business or real estate and such disclosure shall be reflected in the school board's public records in the division superintendent's office for a period of five (5) years.
3. Any board member or employee who is required to disclose his interest under Section G.1.b. of this policy shall declare his interest by stating:
  - the transaction involved;
  - the nature of the board member's or employee's personal interest affected by the



- transaction;
- that he is a member of a business, profession, occupation, or group the members of which are affected by the transaction; and
- that he is able to participate in the transaction fairly, objectively, and in the public interest.

The board member or employee shall either make his declaration orally to be recorded in written minutes of the board or file a signed written declaration with the clerk of the board, who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the board member or employee shall prepare and file the required declaration by the end of the next business day. The board member or employee shall also orally disclose the existence of the interest during each School Board meeting at which the transaction is discussed and such disclosure shall be recorded in the minutes of the meeting.

4. A board member or employee who is required to declare his interest pursuant to subdivision G.1.c. of this policy shall declare his interest by stating
  - (i) the transaction involved;
  - (ii) that a party to the transaction is a client of his firm;
  - (iii) that he does not personally represent or provide services to the client; and
  - (iv) that he is able to participate in the transaction fairly, objectively, and in the public interest.

The board member or employee shall either make his declaration orally to be recorded in written minutes of the board or file a signed written declaration with the clerk of the board who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the board member or employee shall prepare and file the required declaration by the end of the next business day.

Adopted: June 4, 2013

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3101, 2.2-3102, 2.2-3103, 2.2-3104.1, 2.2-3108, 2.2-3109, 2.2-3110, 2.2-3112, 2.2-3115, 2.2-3119.

Cross Ref.: **{CBCA Disclosure Statement Required of Superintendent}**  
GCCB Employment of Family Members

VOTING METHOD

Each School Board member’s vote on every decision is recorded in the minutes of the meeting. The minutes of the meeting also reflect the method and result of all votes. No votes are taken by secret or written ballot.

In any case in which there ~~shall be~~ **{is}** a tie vote of the School Board when all members are not present, the question shall be passed by until the next meeting when it shall again be voted upon even though all members are not present. In **{any case in which there is a tie vote on any question after}** complying with this procedure or in any case in which there is a tie vote when all the members of the School Board are present, the clerk shall record the vote and immediately notify the tie breaker, if any, to vote as provided in the Code of Virginia § 22.1-75. If no tie breaker has been appointed **{or elected}** as authorized by state law, any tie vote shall defeat the motion, resolution or issue voted upon.

Adopted: June 4, 2013

Revised: May 6, 2014

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3710, 22.1-57.3, 22.1-75.

Cross Refs.: BDD Electronic Participation in Meetings from Remote Locations  
 BDDG Minutes

PUBLIC GIFTS TO THE SCHOOLS

The School Board shall act on offers of gifts to schools or to the school division. The School Board may impose reasonable conditions on donations.

When any real or personal property is given to and accepted by the Board, it shall be vested in the Board unless inconsistent with the terms of the gift, devise or bequest, and shall be managed by the Board, according to the wishes of the donor or testator. The Board shall, in addition to the regular settlement it is required to make of all school funds, settle annually before the commissioner of accounts so far as the management of the property bequeathed or devised is concerned.

In the case of any change in the boundaries of the division, the Board shall make provision for continuing the fulfillment of the purposes of the donor as far as practicable and settlement shall be made as provided for above.

Adopted: February 18, 2014

---

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1 - 126.

Cross Ref: FFA ~~School Names~~ {Naming School Facilities}  
KJ Advertising in the Schools  
KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

## SERVICE ANIMALS IN PUBLIC SCHOOLS

## A. SERVICE ANIMALS

An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

A “service animal” means a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. (See, however, Section D regarding miniature horses.) The work or tasks performed by a service animal must be directly related to the individual’s disability ~~or necessary to mitigate a disability.~~

School officials can ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do unless the answers to these inquiries are readily apparent. School officials may not ask about the nature or extent of the animal.

## B. REQUIREMENTS THAT MUST BE SATISFIED BEFORE A SERVICE ANIMAL WILL BE ALLOWED ON SCHOOL PROPERTY

**Request:** A person who wants to be accompanied by his/her service animal must make a prior written request of the school’s principal if the service animal will come into a school. A person who wants to be accompanied by his/her service animal must make a prior written request of the Superintendent for all other locations. These requests must be renewed each school year.

**Vaccination:** The service animal must be immunized against diseases common to that type of animal.

**Health:** The service animal must be in good health. The owner or handler of the animal must submit to the school principal each school year documentation from a licensed veterinarian of the following: a current veterinary health certificate; and proof of the service animal’s current vaccinations and immunizations.

**Control:** A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, ~~{or}~~ vest identifying the dog as a trained service dog, ~~leash (blaze orange in color for hearing dogs),~~ **{a leash (blaze orange in color) for hearing dogs, a harness for guide dogs,}** or other tether unless either the handler is unable because of a disability to use a harness, backpack, vest, leash, or other tether, or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler’s control.

## C. SERVICE DOGS IN TRAINING

Experienced trainers of service animals may be accompanied on school property by a dog that is in training to become a service animal. The dog must be at least six months of age. Trainers must wear a jacket identifying the organization to which they belong. Persons conducting continuing training of a service animal may be accompanied by a service animal while on school property for the purpose of school business. Persons who are part of a three-unit service dog team

may be accompanied by a service dog while on school property provided that person is conducting continuing training of a service dog. A three-unit service dog team consists of a trained service dog, a disabled person, and a person who is an adult and who has been trained to handle the service dog. The dogs may accompany these persons while on school property for school purposes.

Use of Harnesses, Vests, etc. A dog that is in training to become a guide dog or a currently trained guide dog that is undergoing continuing training must be in a harness.

A dog that is in training to become a hearing dog or a currently trained hearing dog that is undergoing continuing training must be on a blaze orange leash.

A dog that is in training to become a service dog or a currently trained service dog that is undergoing continuing training must be in a harness, backpack, or a vest identifying the dog as a trained service dog.

The training cannot disrupt or interfere with a school's educational process. It is expected that training would not normally take place in the classroom during instructional time.

All requirements of this policy which apply to service animals, such as health certificates, annual written requests, and supervision, care and damages, also apply to dogs in training.

#### D. MINIATURE HORSES

The school division will make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, the school division must consider the following factors:

1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
2. Whether the handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken; and
4. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

#### E. EXTRA CHARGES

The owner or handler of a service animal cannot be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

#### F. SUPERVISION AND CARE OF SERVICE ANIMALS

The owner or handler of a service animal is responsible for the supervision and care of the animal, including any feeding, exercising, and clean up.

G. DAMAGES TO SCHOOL PROPERTY AND INJURIES

The owner or handler of a service animal is solely responsible for any damage to school property or injury to personnel, students, or others caused by the animal.

H. REMOVAL OF SERVICE ANIMALS FROM SCHOOL PROPERTY

A school administrator can require an individual with a disability to remove a service animal from school property under the following circumstances:

1. The animal is out of control and the animal’s handler does not take effective action to control it;
2. The animal is not housebroken;
3. The presence of the animal poses a direct threat to the health or safety of others; or
4. The presence of an animal would require a fundamental alteration to the service, program, or activity of the school division.

If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

I. DENIAL OF ACCESS AND GRIEVANCE

If a school official denies a request for access of a service animal or a dog in training, the disabled individual or parent or guardian can file a written grievance with the school division’s Section 504 Coordinator.

Adopted: February 18, 2014

---

Legal Refs.: 28 C.F.R. Part 35

Code of Virginia, 1950, as amended, § 51.5-44.

Cross Refs.:	DJG	Vendor Relations
	GB	Equal Employment Opportunity/Nondiscrimination
	JB	Equal Educational Opportunities/Nondiscrimination
	JBA	Section 504 Nondiscrimination Policy and Grievance Procedures
	JFHA/GBA	Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion
	KK	School Visitors
	KGB	Public Conduct on School Property
	KN	Sex Offender Registry Notification
	KNA	Violent Sex Offenders on School Property

# Agenda Report

**Date:** 12/16/14

**Agenda Number:** F-3

**Attachments:** No

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

**Subject:** Capital Improvement Plan: School Administration Building

## Summary/Description:

The 2014-15 capital improvement plan includes \$204,000 for replacement of the elevator in the School Administration Building. The City of Lynchburg Office of Procurement and Purchasing has received a total of six bids on the elevator project.

The school administration recommends CS Custom Structures, Inc. based on their bid of \$128,000 which was the lowest bid. All bids received are listed below.

<b>Bidder</b>	<b>Base Bid</b>
CS Custom Structures, Inc.	\$128,000
Piney Ridge Contracting and Consulting, Inc.	\$142,500
Glass & Associates, Inc.	\$167,000
Coleman-Adams Construction, Inc.	\$168,285
Robertson Construction	\$204,443
Otis Elevator	\$227,200

**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 CS Custom Structures, Inc. in the amount of \$128,000 for the elevator replacement project at the School Administration Building.

# Agenda Report

**Date:** 12/16/14

**Agenda Number:** F-4

**Attachments:** Yes

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

**Subject:** VSBA/VASS Funding Resolution

**Summary/Description:**

VSBA and VASS are joining together to request that the Virginia General Assembly invest appropriately in public education. The attached resolution requests that the Virginia General Assembly increase the state's share of funding for public education as prescribed in the Standards of Quality. VSBA and VASS have asked that Virginia school boards consider adopting the resolution in support of their efforts.

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

**Recommendation:**

The superintendent recommends that the school board adopt the funding resolution drafted by the Virginia School Boards Association and the Virginia Association of School Superintendents.



**RESOLUTION CONCERNING THE FUNDING OF PUBLIC EDUCATION IN VIRGINIA**

## LYNCHBURG CITY SCHOOL BOARD

WHEREAS, the General Assembly shall provide for a system of free public elementary and secondary schools for all children of school age throughout the Commonwealth, and shall seek to ensure that an educational program of high quality is established and continually maintained (Virginia Constitution, Article VIII, Section 1); and

WHEREAS, the General Assembly shall determine the manner in which funds are to be provided for the cost of maintaining an educational program meeting the prescribed standards of quality, and shall provide for the apportionment of the cost of such program between the Commonwealth and the local units of government comprising such school divisions. (Virginia Constitution, Article VIII, Section 2); and

WHEREAS, the General Assembly shall provide for the support of public education as set forth in Article VIII, Section 1 of the Constitution of Virginia which states that the General Assembly and the Board of Education find that the quality of education is dependent upon the provision of (i) the appropriate working environment, benefits, and salaries necessary to ensure the availability of high-quality instructional personnel; (ii) the appropriate learning environment designed to promote student achievement; (iii) quality instruction that enables each student to become a productive and educated citizen of Virginia and the United States of America; and (iv) the adequate commitment of other resources. In keeping with this goal, the (Standards of Quality, 22.1-253.13:1, Standard 1); and

WHEREAS, increased funding for public education is needed to ensure that the state meets its responsibility to provide public education as a core function of state government and to promote economic development in Virginia (VASS Blueprint for Public Education); and

WHEREAS, Virginia public schools in challenging environments are almost entirely located in high poverty areas with unemployment that far exceeds the state average and low per-capita family incomes. (VSBA Task Force on Schools in Challenging Environments); and

WHEREAS, Virginia's state aid to public education has been declining since the 2009 recession with State direct aid K-12 appropriations currently at \$6.8 billion (all funds)/\$5.2 billion (GF) compared to \$7.1 billion (all funds)/\$5.6 billion (GF) in FY2009.

WHEREAS, State K-12 funding reductions have reduced K-12 funding from 35 percent of the general fund in FY 2009 to below 30 percent in FY 2014 and beyond; and

WHEREAS, Virginia continues to provide for special interest tax preferences and loopholes, while reducing its financial obligation to public education; and

WHEREAS, the state's reduction in funding for K-12 has occurred through policy changes since FY 2009, such as reduced state funds for school "support" personnel and administrative and employee benefits; and

WHEREAS, the voters of Virginia in 1987 approved the establishment of a state-operated Lottery for the purpose of providing funding for public education and further approved a constitutional amendment in 2000 which required Lottery proceeds to be distributed to localities to spend for public education purposes. Instead of additional resources for public education, 100% of Lottery proceeds now supplant general fund revenues to support public education; and

WHEREAS, localities have paid for the increased costs of education required by state mandates to improve public school performance with localities currently paying 56 percent of the state v. local share of public education rather than the 45 percent they should be paying as defined by the Standards of Quality; and

WHEREAS, localities budgeted \$3.55 billion in FY2013 above their state required local effort (RLE) to maintain the actual costs of public education (Annual Superintendents Report to the Department of Education); and

WHEREAS, real estate values in Virginia and, therefore, local government revenues continue to be depressed in Virginia - increasing only 2 percent in fiscal year 2013 – with little prospect for even average growth rates in future years without significant local tax rate increases; and

WHEREAS, the number of at-risk students in Virginia schools has significantly increased to the point where more than one-third of K-12 students are now free lunch-eligible and seven percent reduced-price lunch eligible, thereby increasing the need for more personnel and material resources to help them; and

WHEREAS, we believe our state's future prosperity relies on a high-quality education system that prepares students for college and careers, and that without it, Virginia's economic competitiveness and ability to attract new business will falter; and

THEREFORE BE IT RESOLVED THAT THE Lynchburg City School Board and its division superintendent, in conjunction with the Virginia School Boards Association and the Virginia Association of School Superintendents, call upon the Virginia General Assembly to immediately increase the state's share of funding for public education to the level of quality that is prescribed by them in the Standards of Quality and expected by all of the Commonwealth's citizens.

Adopted on December 16, 2014

---

Regina T. Dolan-Sewell, Chairman  
Lynchburg City School Board

# Agenda Report

**Date:** 12/16/14

**Agenda Number:** F-5

**Attachments:** Yes

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

**Subject:** High School Program of Studies: 2015-16

## **Summary/Description:**

Each year modifications are made to the *High School Program of Studies* to reflect changes at the federal, state, and/or local level.

The following local changes are recommended:

- Added CVCC Transition Program to the General Information section (page 3)
- Addition of AP Capstone diploma option (page 4)
- Advanced Placement (AP) Seminar and Advanced Placement (AP) Research courses (page 30)
- Included addendum to Mathematics course offering listing (page 35)
- Modified prerequisite for Chemistry (page 36)
- Computer Programming I is now Introduction to Computer Science (page 37)
- Computer Programming II is now Computer Science II (page 37)
- Added Advanced Placement (AP) Human Geography (page 39)
- Modified African-American History course (page 39)
- Drafting I, II, III and Advanced Robotic Work/Cell Technology now lists Algebra I as a preferred prerequisite. (Drafting I & II, page 46; Drafting III, pages 41 & 46)
- Athletic Training I now open to students in grades 10, 11 & 12. (page 43)
- Addition of Cybersecurity course will be as the third course in the CTE/IT sequence (page 45)
- Addition Information Technology Assistant I & II courses (page 45)
- Modified General Student Internship Program (interning for local companies) (page 52)
- Modified credit options for Academic Support classes (page 53)

# Agenda Report

**Date:** 12/16/14

**Agenda Number:** F-5

**Attachments:** Yes

- Removal of Computer Student Intern course
- Removal of Cooperative Technical Education 1, 2, and 3. State has discontinued this program.

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

**Recommendation:**

The superintendent recommends that the school board approve the High School Program of Studies for 2015-16.

# Agenda Report

**Date:** 12/16/14

**Agenda Number:** G-1

**Attachments:** No

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

**Subject:** Discretionary Grant Development Program

**Summary/Description:**

Mr. Jack B. Freeman, director of grants, will provide the school board with a review of the first year of the school division's Discretionary Grant Development Program.

**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:** 12/16/14

**Agenda Number:** G-2

**Attachments:** Yes

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

**Subject:** LAUREL Regional School Budget: 2014-15

## **Summary/Description:**

The Lynchburg City School Board serves as the fiscal agent for the LAUREL Regional School. The governing board of the school has approved its 2014-15 operating budget in the amount of \$5,280,181.00, which represents an increase of \$189,653.50 from the 2012-13 approved budget.

Funds expended at the LAUREL Regional School are totally reimbursable from participating school divisions and the Commonwealth of Virginia. School divisions which are members of the regional program are Amherst County Public Schools, Appomattox County Public Schools, Bedford County Public Schools, Campbell County Public Schools, and Lynchburg City Schools. The LAUREL Regional School provides services for students with severe disabilities. The following services are also provided by staff employed through LAUREL Regional School to identified students with disabilities at their schools: occupational therapy, physical therapy, vision services, and autism services.

**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 LAUREL Regional School and to administer their 2014-15 budget in the amount of \$5,280,181.00.

**REVENUE**

Account Number	Description	Budget	
		2013-14	2014-15
9.0000.000.0719.200.914	Tuition from other County/City - Center	\$3,177,180.00	\$3,257,913.00
9.0000.000.0393.200.914	Ed Technology	26,000.00	26,000.00
9.0000.000.0386.200.914	Other State Funds - Dept. of Blind	12,000.00	12,000.00
9.0000.000.0719.299.914	Tuition from other County/City • Non Center	1,875,347.50	1,984,268.00
<b>TOTAL REVENUE</b>		<b>\$ 5,090,527.50</b>	<b>\$5,280,181.00</b>

**EXPENDITURES**

**SPH Services**

Account Number	Description	Budget	
		2013-14	2014-15
9.1100.112.1121.200.914	Teachers	\$ 508,069.00	\$ 509,021.00
9.1100.112.1152.200.914	Therapeutic Ed Assts	336,216.00	346,209.00
9.1100.112.1154.200.914	Speech Therapists	71,052.00	72,473.00
9.1100.112.1156.200.914	Occupational Therapists	66,121.00	65,206.00
9.1100.112.1157.200.914	Physical Therapists	35,260.00	30,439.00
9.1100.112.1158.200.914	Vision Teachers	7,970.00	8,129.00
9.1100.112.1520.200.914	Substitute Teachers	20,000.00	22,000.00
9.1100.112.1621.200.914	Teacher Supplements	25,177.00	21,560.00
9.1100.112.2100.200.914	FICA	81,934.00	81,632.00
9.1100.112.2211.200.914	VRS	124,550.00	\$149,478.00
9.1100.112.2213.200.914	RHCC	11,855.00	12,433.00
9.1100.112.2310.200.914	Medical Insurance	180,030.00	175,950.00
9.1100.112.2330.200.914	Dental Insurance	0.00	0.00
9.1100.112.2340.200.914	Vision Insurance	0.00	0.00
9.1100.112.2411.200.914	Group Life Insurance	12,710.00	13,732.00
9.1100.112.2710.200.914	Workers Comp	3,321.00	3,273.00
9.1100.112.2820.200.914	Education Tuition Assist	0.00	0.00
9.1100.112.3000.200.914	Purchased Services	12,500.00	12,500.00
9.1100.112.4136.200.914	Legal Services	0.00	50,000.00
9.1100.112.3400.200.914	Transportation Services	4,000.00	4,000.00
9.1100.112.3700.200.914	Laundry	500.00	500.00
9.1100.112.4100.200.914	Technology Support	6,000.00	8,000.00
9.1100.112.5501.200.914	Travel Mileage	750.00	750.00
9.1100.112.5504.200.914	Mandt expense	5,000.00	5,000.00
9.1100.112.6002.200.914	Instructional Food Supplies	5,625.00	5,625.00
9.1100.112.6013.200.914	Instructional Supplies (FY 13-14 12,000	22,000.00	11,000.00
9.1100.112.8001.200.914	Machinery & Equipment	7,500.00	7,500.00
9.1100.112.1639.200.914	Stipend	4,000.00	4,000.00
9.1100.112.8207.200.914	Ed Tech Expenditures .	26,000.00	26,000.00
<b>Total Budget SPH Services</b>		<b>\$ 1,580,140.00</b>	<b>\$ 1,646,410.00</b>

**Office of the Director**

Account	Description	Budget	
		2013-14	2014-15
9.1310.920.1020.200.914	Salary .ERIP	\$13,000.00	\$0.00
9.1310.920.2100.200.914	FICA - ERIP	1,242.00	0.00
9.1310.920.2321.200.914	Health Insurance J ERIP	5,000.00	0.00
9.1310.920.2835.200.914	Terminal Pay - Sick	4,000.00	4,000.00
9.1320.112.5400.200.914	Copier Rental	15,000.00	15,000.00
9.1410.112.1126.200.914	Principals Salary	74,643.00	75,892.00
9.1410.112.1150.200.914	Office Clerical Salary	37,265.00	45,401.00
9.1410.112.2213.200.914	RHCC	1,242.00	1,431.00
9.1410.112.1639.200.914	Other Professional Supplements	1,200.00	1,200.00
9.1410.112.2100.200.914	FICA	9,895.00	9,371.00
9.1410.112.2211.200.914	VRS	13,048.00	17,587.00
9.1410.112.2310.200.914	Medical Insurance	12,750.00	15,300.00

		2014-15	
9.1410.112.2330.200.914	Dental Insurance	0.00	0.00
9.1410.112.2340.200.914	Vision Insurance	0.00	0.00
9.1410.112.2411.200.914	Group Life Insurance	1,332.00	1,613.00
9.1410.112.2710.200.914	Workers Comp	359.00	380.00
9.1410.112.2820.200.914	Education Tuition Assist	0.00	15,000.00
9.1410.112.6012.200.914	Books & Subscriptions	150.00	150.00
9.1410.112.3100.200.914	Professional Services (Auditors)	14,000.00	14,000.00
9.1410.112.3110.200.914	Health Services	2,500.00	2,500.00
9.1410.112.3500.200.914	Pr.Inting & Binding	750.00	750.00
9.1410.112.5200.200.914	Communications	150.00	150.00
9.1410.112.5201.200.914	Postal	1,250.00	1,250.00
9.1410.112.5308.200.914	General Liability	8,350.00	10,000.00
9.1410.112.5402.200.914	Building	123,000.00	123,000.00
9.1410.112.5801.200.914	Dues & Assoc Memberships	200.00	275.00
9.1410.112.6001.200.914	Office Supplies	5,000.00	5,000.00
9.1410.112.8001.200.914	Machinery & Equipment	5,000.00	16,000.00
9.1410.112.9400.200.914	Reserve for Contingency	67,000.00	0.00
<b>Total Budget Office of the Director</b>		<b>\$417,326.00</b>	<b>\$375,250.00</b>

**Nursing Services**

Account Number	Description	Budget	
		2013-14	2014-15
9.2224.112.1131.200.914	Nurses	\$71,828.00	\$79,264.00
9.2224.112.1621.200.914	Supplements	1,200.00	1,200.00
9.2224.112.2100.200.914	FICA	5,587.00	5,696.00
9.2224.112.2211.200.914	VRS	8,375.00	10,623.00
9.2224.112.2213.200.914	RHCC	797.00	865.00
9.2224.112.2310.200.914	Medical Insurance	10,200.00	10,200.00
9.2224.112.2330.200.914	Dental Insurance	0.00	0.00
9.2224.112.2340.200.914	Vision Insurance	0.00	0.00
9.2224.112.2411.200.914	Group Life Insurance	855.00	974.00
9.2224.112.2710.200.914	Workers Comp	226.00	231.00
9.2224.112.2820.200.914	Education Tuition Assist	0.00	0.00
<b>Total Budget Nursing Services</b>		<b>\$99,068.00</b>	<b>\$103,053.00</b>
<b>TOTAL BUDGET SPH CENTER-BASED</b>		<b>\$2,096,534.00</b>	<b>\$2,124,713.00</b>

**Vision Services - Classroom Instruction**

Account Number	Description	Budget	
		2013-14	2014-15
9.1100.112.1100.216.914	Salaries & Wages	\$271,387.00	\$261,190.00
9.1100.112.1821.216.914	Supplements	1,630,020.00	11,715.00
9.1100.112.2100.216.914	FICA	22,085.00	20,877.00
9.1100.112.2211.216.914	VRS	33,544.00	39,571.00
9.1100.112.2213.216.914	RHCC	3,193.00	3,220.00
9.1100.112.2310.216.914	Medical Insurance	25,500.00	24,480.00
9.1100.112.2330.216.914	Dental Insurance	0.00	0.00
9.1100.112.2340.216.914	Vision Insurance	0.00	0.00
9.1100.112.2411.216.914	Group Life Insurance	3,423.00	3,757.00
9.1100.112.2710.216.914	Workers Comp	1,530.00	1,446.00
9.1100.112.2820.216.914	Education Tuition Assist	0.00	0.00
9.1100.112.5201.216.914	Postal	200.00	200.00
9.1100.112.5501.216.914	Travel Mileage	10,500.00	10,500.00
9.1100.112.5504.216.914	Staff Development	0.00	0.00
9.1100.112.6013.216.914	Instructional Supplies	9,000.00	18,000.00
9.1100.112.8001.216.914	Machinery & Equipment	10,000.00	10,000.00



2014-15

**Total Vision Services - Classroom Instructi**      \$406,662.00      \$404,956.00

**Vision Services - Office of the Principal**

Account Number	Description	Budget	
		2013-14	2014-15
9.1410.112.1150.216.914	Office Clerical	\$9,412.00	\$9,607.00
9.1410.112.2100.216.914	FICA	720.00	735.00
9.1410.112.2211-216.914	VRS	1,097.00	1,393.00
9.1410.112.2213.216.914	RHCC	104.00	113.00
9.1410.112.2310.216.914	Medical Insurance	2,550.00	2,550.00
9.1410.112.2330.216.914	Dental Insurance	0.00	0.00
9.1410.112.2340.216.914	Vision Insurance	0.00	0.00
9.1410.112.2411.218.914	Group Life Insurance	112.00	128.00
9.1410.112.2710.218.914	Workers Comp	29.00	51.00
<b>Total Vision Services - Office of the</b>		<b>\$14,024.00</b>	<b>\$14,577.00</b>
<b>TOTAL VISION SERVICES</b>		<b>\$420,686.00</b>	<b>\$419,533.00</b>

**Autism Services**

Account Number	Description	Budget	
		2013-14	2014-15
9.1100.112.1121.220.914	Teachers	\$70,312.00	\$71,718.00
9.1100.112.1621.220.914	Teacher Supplements	3,260.00	8,260.00
9.1100.112.2100.220.914	FICA	5,628.00	6,118.00
9.1100.112.2211.220.914	VRS	8,578.00	11,597.00
9.1100.112.2213.220.914	RHCC	817.00	944.00
9.1100.112.2310.220.914	Medical Insurance	5,100.00	5,100.00
9.1100.112.2340.220.914	Dental Insurance	0.00	0.00
9.1100.112.2330.220.914	Vision Insurance	0.00	0.00
9.1100.112.2411.220.914	Group Life Insurance	876.00	1,064.00
8.1100.112.2710.220.914	Workers Comp	228.00	248.00
9.1100.112.2820.220.914	Education Tuition Assist	0.00	0.00
9.1100.112.3500.220.914	Printing & Binding	750.00	750.00
9.1100.112.5201.220.914	Postal	100.00	100.00
9.1100.112.5501.220.914	Travel Mileage	3,750.00	3,750.00
9.1100.112.5504.220.914	Staff Development	0.00	0.00
9.1100.112.5801.220.914	Dues & Assoc Memberships	0.00	0.00
9.1100.112.6012.220.914	Books & Subscriptions	300.00	300.00
9.1100.112.6013.220.914	Instructional Supplies	1,000.00	1,000.00
9.1100.112.8001.220.914	Machinery & Equipment	\$500.00	\$500.00
<b>Total Budget Autism Services</b>		<b>\$101,199.00</b>	<b>\$111,449.00</b>

**Occupational Therapy - Classroom Instruction**

Account Number	Description	Budget	
		2013-14	2014-15
9.1100.112.1121.225.914	Teachers	\$356,958.00	\$352,062.00
9.1100.112.2100.225.914	FICA	27,307.00	26,933.00
9.1100.112.2211.225.914	VRS	41,621.00	51,049.00
9.1100.112.2213.225.914	RHCC	3,962.00	4,154.00
9.1100.112.2310.225.914	Medical Insurance	33,150.00	24,990.00
9.1100.112.2330.225.914	Dental Insurance	0.00	0.00
9.1100.112.2340.225.914	Vision Insurance	0.00	0.00
9.1100.112.2411.225.914	Group Life Insurance	4,248.00	4,682.00
9.1100.112.2710.225.914	Workers Comp	1,107.00	1,091.00
9.1100.112.5501.225.914	Travel Mileage	8,000.00	8,000.00

9.1100.112.5504.225.914	Staff Development	2014-15	0.00	0.00
9.1100.112.6013.225.914	Instructional Supplies		4,000.00	4,000.00
9.1100.112.8001.225.914	Machinery & Equipment		5,000.00	5,000.00
<b>Total Budget Occupational Therapy - Classroom Instruction</b>			<b>\$485,353.00</b>	<b>\$481,961.00</b>

**Occupational Therapy - Office of the**

Account Number	Description	Budget		
		2013-14	2014-15	
9.1410.112.1150.225.914	Office Clerical	\$9,412.00	\$9,607.00	
9.1410.112.2100.225.914	FICA	720.00	735.00	
1.1410.112.2211.225.914	VRS	1,092.00	1,393.00	
9.1410.112.2213.225.914	RHCC	104.00	113.00	
9.1410.112.2310.225.914	Medical Insurance	2,550.00	2,550.00	
9.1410.112.2330.225.914	Dental Insurance	0.00	0.00	
9.1410.112.2340.225.914	Vision Insurance	0.00	0.00	
9.1410.112.2411.225.914	Group Life Insurance	112.00	128.00	
9.1410.112.2710.225.914	Workers Comp	48.00	51.00	
<b>Total Budget Occupational Therapy - Office of the Principal</b>			<b>\$14,038.00</b>	<b>\$14,577.00</b>
<b>TOTAL BUDGET OCCUPATIONAL THERAPY SERVICES</b>			<b>\$499,391.00</b>	<b>\$496,538.00</b>

**Physical Therapy Services**

Account Number	Description	Budget		
		2013-14	2014-15	
9.1100.112.1121.226.914	Teachers	\$68,704.00	\$77,275.00	
9.1100.112.2100.226.914	FICA	5,256.00	5,912.00	
9.1100.112.2211.226.914	CRS	8,011.00	9,422.00	
9.1100.112.2213.226.914	RHCC	763.00	912.00	
9.1100.112.2310.226.914	Medical Insurance	6,630.00	4,080.00	
9.1100.112.2330.226.914	Dental Insurance	0.00	0.00	
9.1100.112.2340.226.914	Vision Insurance	0.00	0.00	
9.1100.112.2411.226.914	Group Life Insurance	818.00	864.00	
9.1100.112.2710.226.914	Workers Comp	213.00	240.00	
9.1100.112.5501.226.914	Travel Mileage	4,250.00	4,250.00	
9.1100.112.5504.226.914	Staff Development	0.00	0.00	
9.1100.112.6013.226.914	Instructional Supplies	725.00	725.00	
9.1100.112.8001.226.914	Machinery & Equipment	2,000.00	2,000.00	
<b>Total Budget Physical Therapy Services</b>			<b>\$97,370.00</b>	<b>\$105,680.00</b>

**Non Center-Based**

Account Number	Description	Budget	
		2013-14	2014-15
9.1100.112.1121.299.914	Teachers	\$748,884.00	\$763,862.00
9.1100.112.1151.299.914	Teacher Assistants	446,082.00	455,004.00
9.1100.112.1139.299.914	Other Benefits	53,503.00	54,573.00
9.1100.112.1520.299.914	Substitutes	6,289.00	6,415.00
9.1100.112.1154.299.914	Speech Therapists	81,573.00	83,204.00
9.1100.112.1157.299.914	Physical Therapists	1,811.00	1,847.00
9.1100.112.1156.299.914	Occupational Therapists	54,566.00	55,657.00
9.1100.112.1100.299.914	Other Staff (Autism)	49,898.00	50,896.00
9.1100.112.1159.299.914	Other Staff (Interpreter)	7,353.00	7,500.00
9.1100.112.2100.299.914	FICA	93,098.00	94,243.00
9.1100.112.2211.299.914	VRS	153,457.00	213,518.00
9.1100.112.2411.299.914	Group Life Insurance	11,754.00	19,585.00
9.1100.112.2213.299.914	RHCC	7,337.00	17,376.00
9.1100.112.2310.299.914	Medical Insurance	140,784.00	140,784.00
9.1100.112.2330.299.914	Dental Insurance	3,687.00	3,687.00

Agenda Report Attachment LAUREL REGIONAL PROGRAM  
 PROPOSED BUDGET

Item: G-2

9.1100.112.2340.299.914	Vision Insurance	2014-15	408.00	408.00
9.1100.112.2710.299.914	Workers Comp Insurance		3,718.00	4,564.00
9.2224.112.2820.299.914	Educational Tuition Assistance		0.00	0.00
9.1100.112.3100.299.914	Staff Development		0.00	0.00
9.1100.112.6013.299.914	Materials and Supplies		2,520.00	2,520.00
9.1100.112.5501.299.914	Travel Mileage		0.00	0.00
9.1100.112.5402.299.914	Facilities		0.00	0.00
9.1100.112.8001.299.914	Machinery & Equipment		8,625.50	8,625.00
<b>Total Budget Non-Center Based</b>			<b>\$1,875,347.50</b>	<b>\$1,984,268.00</b>
<b>TOTAL BUDGET EXPENDITURE</b>			<b>\$5,090,527.50</b>	<b>\$5,280,181.00</b>

LAUREL Regional Program  
Meeting

May 14, 2014

Board Members Present: Ms. Priscilla Liggon, Rev. J. Wesley Williams, Ms. Susan Hogg,  
Ms. Jennifer Poore

Administrators Present: Dr. Robert Johnson II, Dr. Nick Pontius, Ms. Sharron Gunter

Others Present: Ms. Susan Landis

I. Call To Order: Ms. Susan Hogg, Campbell County

On May 14, 2014 at 10:00 a.m. the LAUREL Regional Program Board met for their  
board meeting. A quorum was present.

Ms. Jennifer Poore, alternate for Marie Waller, was introduced to the Board.

I. Motion to approve or amend the Agenda

MOTION to approve or amend the agenda for the May 14, 2014 meeting was made by  
Ms. Priscilla Liggon and SECONDED by Ms. Jennifer Poore.

Yes Votes: Rev. J. Wesley Williams, Ms. Susan Hogg

No Votes: None

Abstentions: None

III. ACTION ITEMS:

A. Approval of Minutes from the February 5, 2014 Board Meeting

MOTION to approve the LAUREL Program Minutes from the February 5, 2014 meeting  
was made by Ms. Priscilla Liggon and SECONDED by Ms. Jennifer Poore.

Yes Votes: Rev. J. Wesley Williams, Ms. Susan Hogg

No Votes: None

Abstentions: None

B. Consideration of Approving Payment of Accounts by Fiscal Agent

MOTION to approve Payment of Accounts by Fiscal Agent was made by Rev. J. Wesley  
Williams and SECONDED by Ms. Priscilla Liggon.

Yes Votes: Ms. Susan Hogg, Ms. Jennifer Poore

No Votes: None

Abstentions: None

Ms. Gunter met with Kimberly Lukanich, Assistant Director of Finance for LCS. The meeting went well and Ms. Gunter was informed LAUREL is on target and there are no red flags or concerns on the financials. The encumbered monies that were entered incorrectly have all been corrected except for Vision and Nurses. Ms. Lukanich will make those corrections which will be reflected ON the August financials.

#### C. Consideration of Personnel Report

Each Board Member was given a Personnel Report that reflects the staff changes as of April 28, 2014.

MOTION to approve the Personnel Report made by Ms. Priscilla Liggon and SECONDED by Ms. Jennifer Poore.

Yes Votes: Ms. Susan Hogg, Rev. J. Wesley Williams

No Votes: None

Abstentions: None

#### D. Approval of the 2014-2015 Budget

The Board would like to look at reducing the budget at the August 2014 Board Meeting. Ms. Gunter shared the following that will have an impact on the budget:

- Not all Divisions have completed their IEP's and placements.
- The rate setting package is due to Richmond at the end of August 2014.
- The number of students that will be attending LAUREL will determine the personnel to be hired...
- Ms. Gunter would like the number of days TEA's work change from 185 days to 190 days, to provide training so that they are not removed during instructional time which negatively impacts classrooms.

MOTION to approve the 2014-2015 Budget made by Rev. J. Wesley Williams and SECONDED by Ms. Jennifer Poore.

Yes Votes: Ms. Susan Hogg, Ms. Priscilla Liggon

No Votes: None

Abstentions: None

#### E. Approval of the 2014-2015 Calendar

Ms. Gunter said LAUREL's calendar is currently based on the Fiscal Agents Calendar. Dr. Johnson said the Regional Superintendents are meeting to discuss developing a regional calendar which would provide consistency across divisions.

MOTION to approve the 2014-2015 Calendar made by Ms. Jennifer Poore and SECONDED by Ms. Priscilla Liggon.

Yes Votes: Ms. Susan Hogg, Rev. J. Wesley Williams

No Votes: None

Abstentions: None

#### IV. INFORMATION ITEMS

##### A. Board Members

The Board Members had nothing to report.

##### B. Regional Council Representative Dr. Nick Pontius, Campbell County

The Board was given a copy of the minutes from the LAUREL Advisory Council Meeting that was held on May 5, 2014 and Dr. Pontius reviewed the minutes with the Board.

##### C. Superintendent-in-Charge

Dr. Robert Johnson, II Campbell County

Dr. Johnson thanked Sharron for a great 2 years and for updating the LAUREL By-Laws. He was glad the Superintendent in Charge term was changed from 1 year to 2 years.

He feels the extended term helps with consistency to get matters accomplished. Dr. Brabrand, Lynchburg City Schools Superintendent, will start his 2 year term on July 1, 2014.

##### D. LAUREL Director

###### 1. Enrollment Report

Ms. Gunter shared with the Board, LAUREL has 67 center based students and 110 non-centered based students for a total enrollment of 177.

###### 2. 2014-2015 Audit Report

Ms. Gunter said that Mr. Beckles could not attend the Board Meeting today because of prior commitments. He asked that the Board read through the Budget and have some questions for him to answer at the August Board meeting.

Ms. Gunter shared the following regarding the budget:

- The Division that under estimated their cost has finished paying all that was due.
- Ms. Gunter is monitoring expenses.
- Ms. Gunter and Kimberly Lukanich have a scheduled monthly meeting.
- Any changes regarding the budget will be voted on at the August 6th Board meeting.

###### 3. Updates on Program

Brenda Miller, one of LAUREL's teachers. shared the following with the Board:

- The students from LAUREL have not worked in a community setting for the last 15 years. This year LAUREL worked on a partnership with Dr. Anissa Davis and Lynchburg College's PT Department.
- Every Wednesday and Friday LAUREL has students that go to LC's PT Dept. to complete their assigned job. This usually takes 45 minutes to an hour.
- Dr. Davis from LC's PT Department has agreed to be the guest speaker for LAUREL'S Graduation.
- LAUREL is working on a possible partnership with Randolph College.

#### 4. Dates for LAUREL Board Meetings

The Board was given a copy of the LAUREL Board Meeting Dates for the 2014-2015 Academic School Year.

#### V. NEXT MEETING

Wednesday, August 6, 2014

#### VI. ADJOURNMENT

MOTION to adjourn the meeting was made by Rev. J. Wesley Williams and SECONDED by Ms. Jennifer Poore.

Yes Votes: Ms. Susan Hogg, Ms. Priscilla Liggon

No Votes: None

Abstentions: None

TIME: 10:47 AM

---

Ms. Susan Hogg, Chairperson  
2013-2014 School Year

---

Ms. Sharron J. Gunter, Director

# Agenda Report

**Date:** 12/16/14

**Agenda Number:** G-3

**Attachments:** Yes

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

**Subject:** Pauline F. Maloney STEP with Links Program: 2014-15 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 2014-15 operating budget in the amount of \$45,539.00, which represents a decrease of \$1,164.00 over the 2013-14 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 2014-15 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 2014-15 budget in the amount of \$45,539.00.



### STEP WITH LINKS 2014-2015 BUDGET (corrected)

	<u>2013-2014 BUDGET</u>	<u>2013-2014 ACTUAL</u>	<u>2014-2015 BUDGET</u>
<b>Staff Salaries</b>			
Director	\$22,385.00	\$22,385.00	\$22,000.00
Part-time			
Aides	3,000.00	1,755.00	3,000.00
Supplemental <i>(travel allowance)</i>	500.00	500.00	500.00
Director's Bonus <i>(optional)</i>	650.00	-	650.00
<b>Administrative Expenses</b>			
FICA	1,942.00	1,826.63	1,913.00
Medical Insurance	4,851.00	4,850.64	4,851.00
Dental Insurance	-	132.00	150.00
<b>Purchased Services</b> <i>(transportation, professional services, advertising)</i>	3,800.00	1,728.13	3,500.00
<b>Communications</b> <i>(postage &amp; telephone)</i>	800.00	576.45	800.00
<b>Insurance</b> <i>(Gen. Comp, Group Accident)</i>	375.00	175.00	375.00
<b>Materials &amp; Supplies</b>	800.00	1,591.64	2,000.00
<b>Food Supplies</b>	-	616.40	700.00
<b>Instructional Material</b> <i>(includes travel)</i>	7,500.00	2,744.94	5,000.00
<b>Materials &amp; Supplies</b> <i>(Board expenses)</i>	100.00	-	100.00
<b>TOTAL</b>	<b>\$46,703.00</b>	<b>\$38,881.83</b>	<b>\$45,539.00</b>

<b>REVENUE</b>	<b>2013-2014 BUDGET</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 BUDGET</b>
LCS Contribution	\$10,000.00	\$10,000.00	\$10,000.00
Donations, Pledges & Grants	\$36,703.00	\$16,922.50	\$35,539.00
Net Income	\$ 0.00	(\$11,959.33)	\$ 0.00

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

**Date:** Monday October 20, 2014  
**Place:** Sun Trust, 1010 Main Street, Lynchburg, Virginia  
**Called to Order:** 4:00 pm by Elaine Duke  
**Opening Remarks:** George Dawson

**Next Meeting Date:** January 12, 2014

**Directors Present:** (highlighted in yellow)

Cardwell, Samuel	Post, Sarah
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	Towles, Luke
Hubbard III, Hank	Tweedy, Treney
	Wilt, David
Johnson, Harriett	Wood, R. Sackett
Larsen, Eric	Woodruff, Evelyn
Langhorne, Arelia	Worthington II, Richard
Packard, Mark	Candler, Beth

**Guests Present:**

Charleta Mason (SWL Program Director)  
 Charmagne Scott (SWL program Assistant)

**Motions/Resolutions Passed by Board**

Meeting minutes from June 2014 meeting approved as e-mailed or mailed.
The Board approved the corrected version of the 2014-2015 proposed Budget which is attached to this report
The Board approved a motion providing Hank Hubbard authorization to pull out currently available money from the SWL Community Trust Fund sometime after the first of the year and after accessing the need for that money

**Action Items from Meeting:**

Action Items	Individual Responsible
--------------	------------------------



Follow up on finding another Lynchburg City School Board member for the SWL Board & also member of the School administration	Julie Doyle- Nominations Committee
Follow up on SWL Facebook options	Allison Goodwin- Kelly

After calling the meeting to order, opening remarks & acceptance of the prior meeting minutes Elaine handed out a Biography on Pauline Weeden Maloney the founder of Step with Links and past President and Co-Founder of National Links (attached)

Diane Swain gave a brief introduction of the new Program Director and Assistant and asked each of them to tell the Board about themselves:

- Charleta Mason, new Program Director spoke of her background and credentials including
  - George Washington University double graduate ( MA, American Studies & BA in Liberal Arts)
  - Worked Internationally (Director Of LEAD Global in South Africa)
  - Considerable programing experience with different age groups
  - Raised in Lynchburg VA
  
- Charmagne Scott, Assistant spoke of her background and credentials including
  - Double Degree from Liberty University
  - Employed by Horizon Behavioral Health

**Directors Report-** Charleta Mason presented a summary of the SWL activities for this school year and presented the attached report. Summarized below are some highlights from the presentation and her report:

- ❖ The new school year began with frequent collaboration with previous Director, Melissa Rogers, and Mrs. Woodruff and met with various LCS personnel in the respective schools including Ms. Ethel Reeves, Director of Culture and Engagement. Ms. Reeves expressed a sincere interest in being more involved with the program this year and we will work together in an effort to help increase the program's visibility in the community including a weekly calendar of activities and monthly meetings.
  
- ❖ This year’s initial applicant pool included **112** students: **47** nominations from Dunbar Middle School; **29** from LMS; and **36** from SMS. During orientation we registered
  - **26** from Dunbar Middle School;
  - **13** from Linkhorne Middle School,
  - **16** for Sandusky Middle.
  - Since orientation I have received **15** requests for registration from parents/guardians who were unable to attend orientation. Personal phone calls

are being made to each and every families whom we received no response and, recruitment will be ongoing.

- ❖ The start of the Step with Links Program will begin the week of September 30th, October 1<sup>st</sup> and 2<sup>nd</sup>, and will end the 3<sup>rd</sup> week of May, with the End of the Year Program scheduled for Thursday, May 14<sup>th</sup>.
- ❖ Following is a list of pending upcoming activities planned
  - o October 22th: – COMBINED ACTIVITY ~ trip to Old City Cemetery
  - o October 28-30th – Avante' Nursing Home
  - o Communications workshop this fall ~ date to be determined

## **Nominations Committee**

- Julie Doyle was not able to attend the meeting but has accepted the role of chairing the Nominations Committee. She will be looking into recruiting someone from the Lynchburg City School Board and someone from the school administration.
- Anyone having suggestions on other potential Board members should communicate directly with Julie Doyle.

## **Finance/Budget - - Hank Hubbard**

- Hank Hubbard reviewed the SWL Financial report (7/01/13 thru 6/30/14), Step with Links Program Donations as of 6-08-14 and the Community Trust Statement thru 6/30/14 (attached). Hank pointed out that we were under budget for expenses but raised potential concerns about lower level of contributions.
- Hank also presented the 2014- 2015 SWL Budget and comparisons to last year (attached). There were a couple of minor errors on the budget sheet but the Board approved the corrected version which is attached.
- Hank Hubbard and George Dawson had Debbie Montgomery prepare a chart of donations for the last 4-5 years to help with spotting potential opportunities. George will draft a solicitation letter and they will personalize each letter. Potentially they will ask other Board members to help with these efforts if they have a close contact with a specific donor. Please pass on other potential people or organization names to George or Hank.
- The Board also approved a motion providing Hank Hubbard authorization to pull out currently available money from the SWL Community Trust Fund sometime after the first of the year and after accessing the need for that money.

## **Unfinished Business**

- Elaine reported that we started and will continue the process of having an Executive Committee Meeting before each Board meeting.
- Facebook continues to be an un-tapped opportunity but there are several technical issues with the current versions. Allison Goodwin- Kelly volunteered to find some resources to help with identifying the next steps.
- George Dawson gave an update on the Jim Candler Opportunity Fund which now has \$50,000 in donations. The Fund is for high achieving individuals who need financial help with a specific educational opportunity e.g. CVCC enrollment, science fair nominees.

There was no further business and the Meeting was adjourned.

The next meetings are

- January 12, 2015
- March 9, 2015
- June 8, 2015

**Reports Distributed at Meeting:**

- Meeting Agenda
- SWL – Board of Director’s Report – October 20, 2014
- SWL Financial report (7/01/13 thru 6/30/14),
- Community Trust Statement thru 6/30/14.
- Past National President Pauline Weeden Malony

Respectfully submitted,

Sarah Post,  
Secretary