



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**  
**October 7, 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. CONSENT AGENDA**

- 1. School Board Meeting Minutes: September 16, 2014 (Regular Meeting)
- 2. Personnel Report  
Marie F. Gee . . . . . Page 2  
Discussion/Action

**C. STUDENT REPRESENTATIVE COMMENTS**

**D. UNFINISHED BUSINESS**

**E. NEW BUSINESS**

- 1. Substitute Pay Increase  
Ben W. Copeland. . . . . Page 4  
Discussion/Action
- 2. Special Education Advisory Committee: 2014-15  
John C. McClain. . . . . Page 6  
Discussion/Action
- 3. Fund Balance Recommendation: 2013-14  
Anthony E. Beckles, Sr. . . . . Page 8  
Discussion
- 4. Employee Benefits Enhancements  
Anthony E. Beckles, Sr. . . . . Page 9  
Discussion

**F. SUPERINTENDENT'S COMMENTS**

**G. BOARD COMMENTS**

**H. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, October 21, 2014, 5:30 p.m., Board Room, School Administration Building

**I. ADJOURNMENT**

# Agenda Report

**Date:** 10/07/14

**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:** 10/07/14

**Agenda Number:** B-2

**Attachments:** Yes

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

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for September 16 – October 7, 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 September 16 – October 7, 2014.

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
<b>NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2013-14:</b>				
Allocco, Charles	Liberty University	B.A./0 yrs. (Lv. 0 4)	Paul Munro Elementary Third Grade	09-11-14
Bice, Victoria	James Madison University	M.A./0 yrs. (Lv. 0 3)	E.C. Glass High Guidance Counselor	09-29-14
Brown, Brandon	Lynchburg College	B.A./0 yrs. (Lv. 0 4)	Sandusky Middle Social Studies	09-16-14
Denno, Davina	University of Maine	M.A./12 yrs. (Lv. 12 3)	Laurel Regional Special Education	09-16-14
Estes, Edward	Liberty University	B.A./0 yrs. (Lv. 0 2)	Perrymont Elementary Movement Education	09-22-14
Kavanaugh, Marie	Longwood University	B.S./8 yrs. (Lv. 8 3)	Linkhorne Middle Vocational Education	09-15-14
Milhorn Doris	University of Alberta	M.S./8 yrs. (Lv. 8 3)	W.M. Bass Elementary Speech Pathologist	09-01-14
Phillips, Shane	University of Pittsburgh	B.A./0 yrs. (Lv. 0 4)	Sandusky Elementary Kindergarten	09-18-14
Wilson, Sherrie	Lynchburg College	B.A./16 yrs. (Lv. 16 3)	Heritage Elementary Second Grade	09-23-14
<b>RESIGNATIONS:</b>				
Jones, Georgia	Lynchburg College	M.Ed./17 yrs. (Lv. 17 1)	Sandusky Middle Social Studies	09-12-14
<b>RETIREMENTS:</b>				
Hoade, Lonnie	Lynchburg College	M.Ed./13 yrs. (Lv. 13 3)	E.C. Glass High Guidance Counselor	05-01-14

# Agenda Report

**Date:** 10/07/14

**Agenda Number:** E-1

**Attachments:** Yes

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

**Subject:** Substitute Pay Increase

## **Summary/Description:**

Based on the information that is now available through Aesop, an immediate need has been determined in the area of instructional substitutes. The school administration continues to work to increase the overall number of available substitutes for teachers, instructional assistants, secretaries, and health assistants, but these positions continue to be difficult to fill with substitutes at an acceptable level. For the month of September, only 67 percent of positions needing a substitute were filled. Thus, the unfilled positions, which are critical to continue instruction and the overall function of a school building, are causing other staff members to assume more responsibilities which makes them less productive in the areas for which they were hired. In order to make progress, we need quality people in all positions each day.

In an effort to attract and increase the number of available substitutes, school administration is proposing an immediate increase in the substitute rate in these hard to fill areas. It has been five years since an increase for substitutes has been proposed, and the increase would make Lynchburg City Schools more competitive with surrounding school divisions. The attachment to this agenda report provides the proposed change and a comparison with nearby counties.

While the school administration recognizes there are other substitute positions that need to be examined, this proposed change addresses an immediate need within our schools. The administration will continue to evaluate other areas and determine other steps that will help remedy the shortage of quality substitutes

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

## **Recommendation:**

The superintendent recommends that the school board approve the increase to substitute pay as presented in the attachment, effective November 1, 2014.

Instructional Subs Proposed Rate Increase

	Current Rate	Proposed Rate
Instructional Asst./Health Asst.	\$51	\$60
Secretary	\$55	\$65
Teacher (60 + credits)	\$55	\$65
Teacher (Bachelors)	\$62	\$75
Teacher (Certified)	\$77	\$85
Nurses	\$60	\$70

Surrounding Divisions	No Degree	Bachelors	Certified
Bedford	\$54	\$70	\$70
Campbell	\$70	\$82	\$82
Amherst	\$60	\$72	\$84
Lynchburg	\$65	\$75	\$85

2013-14 Sub total - \$587,672

With new rates - \$670,375      **Difference = \$82,703 + FICA = \$88,000**

# Agenda Report

**Date:** 10/07/14

**Agenda Number:** E-2

**Attachments:** Yes

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

**Subject:** Special Education Advisory Committee: 2014-15

## Summary/Description:

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

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

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

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

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

## Recommendation:

The superintendent recommends that the school board approve the membership for the Special Education Advisory Committee for 2014-15.

**2014-2015 Special Education Advisory Committee**

<b>School</b>	<b>Representative</b>	<b>Ending Year</b>
Bass Elementary	Phillip Langhorne	2016
Bedford Hills Elementary	Tiffany Ellis <i>(14-15 Chair)</i>	2016
Dearington Elementary	Theresa Smith-Johnson	2015
Heritage Elementary	Marty Hubbard	2015
Linkhorne Elementary	Lauren Ferguson	2015
Paul Munro Elementary	Sarah Gray	2015
Perrymont Elementary	Heather Rubio	2016
RS Payne Elementary	Nakesha Moore	2015
Sandusky Elementary	TBD	2016
Sheffield Elementary	Crystal Foster	2015
TC Miller Elementary	Michelle Duncan	2016
Dunbar Middle	Vicky Robinson	2015
Linkhorne Middle	Cecelia Reid-Perry	2015
Sandusky Middle	Elizabeth Burks	2015
Hutcherson Early Learning	Kim Hibbard	2016
LAUREL	TBD	2016
EC Glass High	Michael Chambers	2015
Heritage High	Alma Thomas	2016
Past Chair	Mrs. Suzanne Conway	
Community Representative	Ms. Sydney Gunn	2016
	Ms. Danielle Englund	2016
*SPED Teacher Rep.	Elaine Gaston	2016
*LCS Consultants	Wyllys D. VanDerwerker	Director of Special Education
	Patty Ferington	Administrative Designee for Special Ed.
	Janenne Daniels-Bosher	Coordinator for Special Ed.

**SEAC Public Meeting Dates 2014-2015 School Year from 6:00-7:30pm (unless noted)**

**Meeting Location: Lynchburg Public Library on Memorial Ave.**

Monday, September 29th	Tuesday, March 31st
Tuesday, October 28th (*5:00-6:30PM*)	Tuesday, April 21st
Tuesday, May 12 <sup>th</sup>	

To contact the Special Education Advisory Committee,  
please contact Mr. Wyllys VanDerwerker at 434-515-5030

# Agenda Report

**Date:** 10/07/14

**Agenda Number:** E-3

**Attachments:** No

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

**Subject:** Fund Balance Recommendation: 2013-14

## Summary/Description:

The fund balance for the 2013-14 school year is \$2,948,287. The school administration has discussed possible uses for those funds and recommends the following:

Establishment of Contingencies	
Weather	\$ 25,000
Maintenance	\$ 200,000
Increase in Health Insurance Reserve	\$ 300,000
Purchase of Middle Schools Athletic equipment	\$ 35,000
Purchase of new access and intrusion system for E.C. Glass	\$ 30,000
Purchase of access and intrusion system for E.C. Glass	\$ 30,000
Installation of Fire Lane pavers at Bedford Hills ES	\$ 23,000
Replacement of Boiler at Dunbar Middle School	\$ 150,000
Purchase of tractor with snow plow & back hoe	\$ 50,000
Purchase of Scissor Lift	\$ 20,000
Capital Improvement Projects: 2015-16	\$2,085,287
	<hr/>
	<b>\$2,948,287</b>
	=====

Additional information regarding the recommended uses for the 2013-14 fund balance will be shared during this presentation.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 10/21/14

## Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on October 21, 2014.

# Agenda Report

**Date:** 10/07/14

**Agenda Number:** E-4

**Attachments:** Yes

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

**Subject:** Employee Benefits Enhancements

## **Summary/Description:**

### **Employee Dental Insurance**

The actual total medical expenditures for the past two years have been low resulting in significant cost savings. We have also increased the medical reserves to prepare for if or when our actual medical expenditures exceed the budget.

Several years ago due to budget cuts, the decision was made for the school board to cease contributing to the employee cost of dental coverage. Due to the reduction in the medical claims expenditure, the administration is recommending that the school board restore contributing 100 percent (\$28.00) to the employee only cost of employees enrolled in the dental insurance plan. Currently the school board contributes 48 percent (\$11.00) of the dental monthly premium. This would result in an additional annual cost of \$267,036 which can be covered without any increase in our existing medical expenditure budget.

### **Changing from Advanced Deduction of Employee Benefits Cost**

Currently employee's benefits costs are deducted from their pay check a month in advance. This practice results in having to make benefits refunds and other adjustments to employee's final payout when they cease employment with the school division. By changing to a current month deduction for employee benefits cost, the need to make these adjustments will be eliminated resulting in a more efficient administrative operation. The school administration is recommending that to make the change in the month of December, which means that benefits will not be deducted from employee pay checks in December. This would have the effect of increasing the employees take home pay in December by the amount of their monthly benefits deductions not considering taxes. Beginning in January, employee's benefits cost for January will be deducted in January. This change will not result in any catch-up payment in the future.

# Agenda Report

**Date: 10/07/14**

**Agenda Number: E-4**

**Attachments: Yes**

Both of the above changes will be consistent with the practices followed by the city. The city and schools are continuing collaborative efforts in as many areas as possible in order to follow the same practices.

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on: 10/21/14**

## **Recommendation:**

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on October 21, 2014.

**Lynchburg City School  
Dental Insurance Information**

<b>Dental Plan Improvements</b>	<b>Current Plan</b>	<b>Revised Plan</b>
<b>Benefits</b>		
Annual benefit maximum	\$ 1,000.00	\$ 1,500.00
Fluoride treatment	Not covered	Covered
Spacers	Not covered	Covered
Increase in rate for additional benefits	\$4.00 per month	

<b>Coverage Type</b>	<b>Employee Pay</b>			<b>Employer Pay</b>		
	<b>Current Monthly Premium</b>	<b>Proposed Monthly Premium</b>	<b>Change Increase/ (Decrease)</b>	<b>Current Monthly Premium</b>	<b>Proposed Monthly Premium</b>	<b>Change Increase/ (Decrease)</b>
Employee	\$ 12.00	\$ -	\$ (12.00)	\$ 11.00	\$ 28.00	\$ 17.00
Employee + One	\$ 34.00	\$ 22.00	\$ (12.00)	\$ 11.00	\$ 28.00	\$ 17.00
Employee + Family	\$ 62.00	\$ 39.00	\$ (23.00)	\$ 11.00	\$ 28.00	\$ 17.00

**LCS Dental Contribution**

<b>Currently</b>	<b>Enrollment</b>	<b>Rate</b>	<b>Monthly Total</b>
	1309	\$ 11.00	\$ 14,399.00
	<b>Annual Costs</b>		<b><u>\$ 172,788.00</u></b>
 <b>Proposed</b>			
	1309	\$ 28.00	\$ 36,652.00
Expected additional enrollees	100	\$ 28.00	\$ 2,800.00
	Estimated Annual Costs		<u>\$ 439,824.00</u>
	Less: Current Annual Costs		\$ (172,788.00)
	<b>Increase in Annual Costs</b>		<b><u>\$ 267,036.00</u></b>