



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 21, 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. FINANCE REPORT

- 1. Finance Report
Anthony E. Beckles, Sr. Page 2
Discussion

C. CONSENT AGENDA

- 1. School Board Meeting Minutes: October 7, 2014 (Regular Meeting)
- 2. Personnel Report
Marie F. Gee Page 6
Discussion/Action

D. STUDENT REPRESENTATIVE COMMENTS

E. UNFINISHED BUSINESS

- 1. Substitute Pay Increase
Ben W. Copeland. Page 8
Discussion/Action
- 2. Fund Balance Recommendations: 2013-14
Anthony E. Beckles, Sr. Page 10
Discussion/Action
- 3. Employee Benefits Enhancements
Anthony E. Beckles, Sr. Page 11
Discussion/Action

F. NEW BUSINESS

- 1. Capital Improvement Plan: Lighting Upgrades
Ben W. CopelandPage 15
Discussion/Action

- 2. Capital Improvement Plan: 2016-20
Ben W. Copeland. Page 16
Discussion/Action

G. SUPERINTENDENT’S COMMENTS

H. BOARD COMMENTS

I. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, November 4, 2014, 5:30 p.m., Board Room, School Administration Building

Lynchburg City School Board/Lynchburg City Council Joint Meeting: Tuesday, November 4, 2014, 7:00 p.m., Board Room, School Administration Building

J. ADJOURNMENT

Agenda Report

Date: 10/21/14

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: 10/21/14

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 September 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 September 30, 2014, for the operating fund.

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

Through September 30, 2014

Actual Revenue Received	\$ 9,823,690.21
Actual Expenditures	\$ 13,323,487.27
Actual Encumbered	\$ 63,150,719.30

Percent of Budget Received	11.15%
Percent of Budget Used, excluding encumbrances	15.12%

As of 09/30/14 – 3 months 25.00%

The revenue and expenditure reports detail the transactions recorded through September 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.

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ending September 30, 2014

		Fiscal Year 2014-15					
		BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
INSTRUCTION							
FUNCTION 1100	CLASSROOM INSTRUCTION						
	Personnel	46,788,069.25	4,218,166.45	9.02%	39,258,850.77	3,311,052.03	
	Other	3,415,145.20	757,017.45	22.17%	471,805.19	2,186,322.56	
FUNCTION 1200	INST SUPPORT-STUDENT						
	Personnel	3,281,195.91	527,191.53	16.07%	2,487,829.18	266,175.20	
	Other	169,644.00	6,219.62	3.67%	35,224.52	128,199.86	
FUNCTION 1300	INST SUPPORT-STAFF						
	Personnel	3,489,247.41	745,505.36	21.37%	2,800,213.10	-56,471.05	
	Other	1,455,688.91	82,893.22	5.69%	92,472.55	1,280,323.14	
FUNCTION 1400	INST SUPPORT-SCHOOL ADMN						
	Personnel	5,036,969.16	1,121,769.55	22.27%	3,790,583.73	124,615.88	
	Other	119,295.00	9,495.18	7.96%	314.65	109,485.17	
TOTAL INSTRUCTION		63,755,254.84	7,468,258.36	11.71%	48,937,293.69	7,349,702.79	88.47%
ADMINISTRATION							
FUNCTION 2100	ADMINISTRATION						
	Personnel	2,367,295.20	435,532.77	18.40%	1,267,200.97	664,561.46	
	Other	1,260,841.04	234,829.65	18.62%	505,389.04	520,622.35	
FUNCTION 2200	ATTENDANCE & HEALTH SERV						
	Personnel	2,624,968.47	285,428.25	10.87%	2,082,366.54	257,173.68	
	Other	52,225.00	661.18	1.27%	994.80	50,569.02	
TOTAL ADMINISTRATION		6,305,329.71	956,451.85	15.17%	3,855,951.35	1,492,926.51	76.32%
PUPIL TRANSPORTATION							
FUNCTION 3100	MANAGEMENT & DIRECTION						
	Personnel	327,926.10	77,119.78	23.52%	245,633.04	5,173.28	
	Other	23,276.00	6,554.44	28.16%	4,527.88	12,193.68	
FUNCTION 3200	VEHICLE OPERATION SERVICE						
	Personnel	2,619,766.00	301,967.79	11.53%	1,923,253.50	394,544.71	
	Other	946,900.00	228,001.18	24.08%	70,020.79	648,878.03	
FUNCTION 3300	MONITORING SERVICE						
	Personnel	398,732.57	32,985.98	8.27%	301,175.20	64,571.39	
	Other	0.00	0.00	0.00%	0.00	0.00	
FUNCTION 3400	VEHICLE MAINT SERVICE						
	Personnel	350,627.98	86,778.70	24.75%	251,136.72	12,712.56	
	Other	381,750.00	89,041.70	23.32%	7,926.97	284,781.33	
FUNCTION 3500	BUS PURCHASE - REGULAR						
	Other	0.00	0.00	0.00%	0.00	0.00	
TOTAL PUPIL TRANSPORTATION		5,048,978.65	822,449.57	16.29%	2,803,674.10	1,422,854.98	71.82%
OPERATIONS & MAINTENANCE							
FUNCTION 4100	MANAGEMENT & DIRECTION						
	Personnel	194,667.69	49,757.22	25.56%	149,271.66	-4,361.19	
	Other	20,300.00	23,835.48	117.42%	94,695.19	-98,230.67	

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ending September 30, 2014

FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,553,884.22	1,097,623.29	24.10%	3,000,565.15	455,695.78	
	Other	4,460,360.00	1,239,370.51	27.79%	2,459,940.40	761,049.09	
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	245,101.40	56,673.85	23.12%	180,178.20	8,249.35	
	Other	129,000.00	18,195.14	14.10%	12,515.00	98,289.86	
FUNCTION 4400 EQUIPMENT SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	62,500.00	6,557.83	10.49%	1,281.60	54,660.57	
FUNCTION 4500 VEHICLE SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	25,000.00	6,201.99	24.81%	7,724.41	11,073.60	
FUNCTION 4600 SECURITY SERVICES							
	Personnel	165,445.67	1,740.36	1.05%	17,012.60	146,692.71	
	Other	334,002.00	23,170.67	6.94%	67,699.07	243,132.26	
FUNCTION 4700 WAREHOUSING SERVICES							
	Personnel	8,482.29	5,927.16	69.88%	0.00	2,555.13	
TOTAL OPERATIONS & MAINTENANCE		10,198,743.27	2,529,053.50	24.80%	5,990,883.28	1,678,806.49	83.54%
Other Non-Instructional Operations							
FUNCTION 5000 Non-Instructional Operations - Other		25,439.48	4,933.11	19.39%	272.80	20,233.57	
TOTAL Non-Instructional Operations		25,439.48	4,933.11	19.39%	272.80	20,233.57	20.46%
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	22,178.34	1,083.95	4.89%	0.00	21,094.39	
	Other	20,000.00	9,956.00	49.78%	0.00	10,044.00	
TOTAL FACILITIES		42,178.34	11,039.95	26.17%	0.00	31,138.39	26.17%
DEBT SERVICE							
FUNCTION 7100 DEBT SERVICE - Other		0.00	0.00	0.00%	0.00	0.00	
TOTAL DEBT SERVICE		0.00	0.00	0.00%	0.00	0.00	0.00%
TECHNOLOGY							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,504,306.92	346,768.34	23.05%	1,157,459.64	78.94	
	Other	272,005.49	634,575.78	233.30%	64,918.40	-427,488.69	
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	394,238.79	63,354.82	16.07%	197,485.20	133,398.77	
	Other	576,144.51	486,601.99	84.46%	142,780.84	-53,238.32	
TOTAL TECHNOLOGY		2,746,695.71	1,531,300.93	55.75%	1,562,644.08	-347,249.30	112.64%
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9300 ADMINISTRATION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9600 OPERATIONS & MAINTENANCE		0.00	0.00	0.00%	0.00	0.00	
TOTAL CONTINGENCY RESERVES		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		88,122,620.00	13,323,487.27	15.12%	63,150,719.30	11,648,413.43	86.78%

**FY2014-2015 REVISED REVENUE BUDGET
AS of September 30, 2014**

ACCOUNT TITLE	ORIGINAL	REVISED	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	CHANGE BETWEEN ORG & REVISED REV BUDGET INCREASE (DECREASE)
	REVENUE BUDGET As of 7/1/2014	REVENUE BUDGET As of 9/30/2014				
COMMONWEALTH OF VA REVENUE						
240308 SALES TAX RECEIPTS	(9,950,157.00)	(9,950,157.00)	(1,707,553.54)	(8,242,603.46)	17.16%	0.00
240202 BASIC SCHOOL AID	(21,651,824.00)	(21,651,824.00)	(5,412,955.98)	(16,238,868.02)	25.00%	0.00
240207 GIFTED & TALENTED	(240,997.00)	(240,997.00)	(60,249.24)	(180,747.76)	25.00%	0.00
240208 REMEDIAL EDUCATION	(1,292,157.00)	(1,292,157.00)	(323,039.25)	(969,117.75)	25.00%	0.00
240208 REMEDIAL EDUCATION	(123,629.00)	(123,629.00)	(15,453.63)	(108,175.37)	12.50%	0.00
240212 SPECIAL ED SOQ	(2,794,545.00)	(2,794,545.00)	(698,636.25)	(2,095,908.75)	25.00%	0.00
240217 VOCATIONAL ED SOQ	(225,615.00)	(225,615.00)	(56,403.75)	(169,211.25)	25.00%	0.00
240221 SOC SEC-INSTR	(1,404,964.00)	(1,404,964.00)	(351,241.02)	(1,053,722.98)	25.00%	0.00
240223 VRS INSTRUCTIONAL	(2,861,204.00)	(2,861,204.00)	(715,300.98)	(2,145,903.02)	25.00%	0.00
240241 GROUP LIFE INST	(87,169.00)	(87,169.00)	(21,792.24)	(65,376.76)	25.00%	0.00
240228 READING INTERVENTN	(168,326.00)	(168,326.00)	0.00	(168,326.00)	0.00%	0.00
240205 CAT-REG FOSTER	(71,041.00)	(71,041.00)	0.00	(71,041.00)	0.00%	0.00
240246 CAT-HOMEBOUND	(208,242.00)	(208,242.00)	0.00	(208,242.00)	0.00%	0.00
240248 REGIONAL TUITION	(766,658.00)	(766,658.00)	0.00	(766,658.00)	0.00%	0.00
240265 AT RISK SOQ	(1,439,822.00)	(1,439,822.00)	0.00	(1,439,822.00)	0.00%	0.00
240309 ESL	(117,708.00)	(117,708.00)	0.00	(117,708.00)	0.00%	0.00
330213 SCHOOL LUNCH	0.00	0.00	0.00	0.00	0.00%	0.00
240281 AT RISK 4 YR OLDS	(1,059,219.00)	(1,059,219.00)	0.00	(1,059,219.00)	0.00%	0.00
240218 CTE - ADULT ED	(19,175.00)	(19,175.00)	0.00	(19,175.00)	0.00%	0.00
240252 CTE EQUIPMENT	0.00	0.00	0.00	0.00	0.00%	0.00
240253 CTE EDUCATION	(42,990.00)	(42,990.00)	0.00	(42,990.00)	0.00%	0.00
SUPPLEMENTAL SUPPORT	0.00	0.00	0.00	0.00	0.00%	0.00
ADDITIONAL STATE SUPPORT	(40,267.00)	(40,267.00)	0.00	(40,267.00)	0.00%	0.00
EARLY READIG SPECIALISTS INITIAT	0.00	0.00	0.00	0.00	0.00%	0.00
240275 PRIMARY CLASS SIZE	(1,707,979.00)	(1,707,979.00)	0.00	(1,707,979.00)	0.00%	0.00
240214 TEXTBOOKS	(493,378.00)	(493,378.00)	(123,344.52)	(370,033.48)	25.00%	0.00
SALARY SUPPLEMENT	0.00	0.00	0.00	0.00	0.00%	0.00
240203 GED/ISAP	0.00	0.00	0.00	0.00	0.00%	0.00
240405 ALGEBRA READINESS	(139,687.00)	(139,687.00)	0.00	(139,687.00)	0.00%	0.00
COMMONWEALTH OF VA	(46,906,753.00)	(46,906,753.00)	(9,485,970.40)	(37,420,782.60)	20.22%	0.00
FEDERAL REVENUE						
330201 BASIC ADULT ED.	0.00	0.00	0.00	0.00	#DIV/0!	0.00
330212 IMPACT AIDPL81-874	(6,000.00)	(6,000.00)	(117.33)	(5,882.67)	1.96%	0.00
180303 MEDICAID REIMBURSE	(300,000.00)	(300,000.00)	(33,520.64)	(266,479.36)	11.17%	0.00
JR ROTC	(120,000.00)	(120,000.00)	(8,591.82)	(111,408.18)	7.16%	0.00
FEDERAL	(426,000.00)	(426,000.00)	(42,229.79)	(383,770.21)	9.91%	0.00
CITY APPROPRIATIONS						
510500 CITY OPER APPR	(38,924,147.00)	(38,924,147.00)	0.00	(38,924,147.00)	0.00%	0.00
510500 FUND BALANCE RETURN	0.00	0.00	0.00	0.00	100.00%	0.00
510500 USE OF RESERVES	0.00	0.00	0.00	0.00	0.00%	0.00
510502 CITY DEBT SERV APP	0.00	0.00	0.00	0.00	0.00%	0.00
CITY	(38,924,147.00)	(38,924,147.00)	0.00	(38,924,147.00)	0.00%	0.00
MISCELLANEOUS REVENUE						
189912 MISC REV/OTH FUNDS	0.00	0.00	(4,000.45)	4,000.45	100.00%	0.00
180303 REBATES & REFUNDS	(30,000.00)	(30,000.00)	(4,404.50)	(25,595.50)	14.68%	0.00
189903 DONATIONS & SP GF	(5,000.00)	(5,000.00)	(5,000.00)	0.00	0.00%	0.00
189909 SALE OTHER EQUIP	(3,500.00)	(5,000.00)	(4,695.02)	(304.98)	0.00%	1,500.00
189910 INSURANCE ADJUST	(3,000.00)	(4,000.00)	(3,207.96)	(792.04)	80.20%	1,000.00
189912 OTHER FUNDS	0.00	0.00	0.00	0.00	0.00%	0.00
E RATE REIMBURSEMENT	(120,000.00)	(120,000.00)	(41,496.34)	(78,503.66)	34.58%	0.00
TRANSFER IN/OUT	0.00	0.00	0.00	0.00	0.00%	0.00
MISCELLANEOUS	(161,500.00)	(164,000.00)	(62,804.27)	(101,195.73)	38.30%	2,500.00
CHARGES FOR SERVICES						
150201 RENTS	(118,000.00)	(118,000.00)	(123,000.00)	5,000.00	104.24%	0.00
161201 TUITION DAY SCHOOL	(110,000.00)	(110,000.00)	(30,562.24)	(79,437.76)	27.78%	0.00
161206 TUITION ADULT	(18,000.00)	(18,000.00)	0.00	(18,000.00)	0.00%	0.00
161207 TUITION SUMMER SCH	(25,000.00)	(25,000.00)	0.00	(25,000.00)	0.00%	0.00
161202 SPEC PUPIL FEES	(40,000.00)	(40,000.00)	(389.53)	(39,610.47)	0.97%	0.00
161205 BUS RENTAL	(400,000.00)	(400,000.00)	(53,334.26)	(346,665.74)	13.33%	0.00
190101 TUIT FM OTH CO/CY	(634,620.00)	(634,620.00)	0.00	(634,620.00)	0.00%	0.00
161201 DUAL ENROLLMENT	(85,000.00)	(85,000.00)	0.00	(85,000.00)	0.00%	0.00
PRINT SHOP	(100,000.00)	(100,000.00)	(11,775.15)	(88,224.85)	11.78%	0.00
SCHOOL NUT UTILITIES	(98,500.00)	(98,500.00)	(3,167.07)	(95,332.93)	3.22%	0.00
FACILITY RENTALS	(75,000.00)	(75,000.00)	(10,457.50)	(64,542.50)	13.94%	0.00
CHARGES FOR SERVICES	(1,704,120.00)	(1,704,120.00)	(232,685.75)	(1,471,434.25)	13.65%	0.00
150101 INTEREST-BNK DPST USE OF MONEY	(100.00)	0.00	0.00	0.00	100.00%	(100.00)
LEASE PURCHASE PROCEEDS DESIGNATION - ENCUMBRANCES	0.00	0.00	0.00	0.00	0.00%	0.00
TOTAL OPERATING FUND	(88,122,620.00)	(88,125,020.00)	(9,823,690.21)	(78,301,329.79)	11.15%	2,400.00
REVENUE OVER/(UNDER) ORIGINAL BUDGET		2,400.00				

Agenda Report

Date: 10/21/14

Agenda Number: C-2

Attachments: Yes

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

Subject: Personnel Report

Summary/Description:

The personnel recommendations for October 7 – 21, 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 October 7 – 21, 2014.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2013-14:

Camden, Rodney	Duke University	M.A./46 yrs. (Lv. 35 4)	E.C. Glass High Mathematics - PT	10-01-14
Muller, Mary	Louisiana State University	M.A./0 yrs. (Lv. 0 3)	Sheffield Elementary Reading Specialist - PT	10-07-14

Agenda Report

Date: 10/21/14

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: 10/21/14

Agenda Number: E-2

Attachments: No

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

Subject: Fund Balance Recommendations: 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
Installation of security system at DMS & LMS local match	\$ 25,000
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	\$2,090,287

\$2,948,287

=====

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

Recommendation:

The superintendent recommends that the school board approve the recommended fund balance uses for 2013-14.

Agenda Report

Date: 10/21/14

Agenda Number: E-3

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: 10/21/14

Agenda Number: E-3

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:

Recommendation:

The superintendent recommends that the school board cover the employee only monthly premium for dental insurance.

**Lynchburg City School
Dental Insurance Information**

Dental Plan Improvements	Current Plan	Revised Plan
Benefits		
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	

Coverage Type	Employee Pay			Employer Pay		
	Current Monthly Premium	Proposed Monthly Premium	Change Increase/ (Decrease)	Current Monthly Premium	Proposed Monthly Premium	Change Increase/ (Decrease)
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

Currently	Enrollment	Rate	Monthly Total
	1309	\$ 11.00	\$ 14,399.00
Annual Costs			<u>\$ 172,788.00</u>
 Proposed			
	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)
Increase in Annual Costs			<u>\$ 267,036.00</u>

Agenda Report

Date: 10/21/14

Agenda Number: F-1

Attachments: No

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

Subject: Lynchburg City Schools Division Lighting Upgrades

Summary/Description:

The 2014-15 capital improvement plan includes a total of \$250,000 for lighting upgrades to several elementary schools, gymnasiums, and the School Administration Building broken down as follows:

Thomas C. Miller Elementary School for Innovation	\$40,000
Bedford Hills Elementary	\$45,000
William Marvin Bass Elementary	\$35,000
Robert S. Payne Elementary	\$45,000
Various gymnasiums	\$55,000
School Administration Building	\$30,000

The City of Lynchburg Office of Procurement and Purchasing received two bids for the lighting project (listed below). The school administration recommends Tune & Toler, Inc. for Base Bid A – option #1 based on their low bid of \$62,900 and Sylvania Lighting Services Corp. for Base Bid B – option #1 based on their low bid of \$135,880.60 for a combined total of \$198,780.60.

BIDDER	Sylvania Lighting Services Corp.	Tune & Toler, Inc
BASE BID A Option #1 Florescent High Bay	\$71,743.58	\$62,900.00
BASE BID B Option #1 Refurbish Existing Troffers	\$135,880.60	\$299,000.00

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

Recommendation:

The superintendent recommends that the school board authorize the school administration to enter into a contract with Tune & Toler, Inc. in the amount of \$62,900 for Base Bid A – option #1 and Sylvania Lighting Services Corp. in the amount of \$135,880.60 for Base Bid B – option #1 for the lighting upgrades project at various building locations.

Agenda Report

Date: 10/21/14

Agenda Number: F-2

Attachments: Yes

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

Subject: Capital Improvement Plan: 2016 – 2020

Summary/Description:

The attached spreadsheet contains a proposed capital improvement plan for FY 2016 to 2020. This draft will be refined and become the submission to the city for capital improvement projects for FY 2016 - 2020. It is anticipated that the bus replacement cost for 2016 will be funded by the city. The fund balance recommendation provides \$2,090,287 for CIP. The last page of the attachment contains updated cost and final recommendations for the 2016 CIP at a cost of \$2,273,000. The administration will explain the attachments and detail how the \$182,713 difference will be handled.

Disposition: Action
 Information
 Action at Meeting on: 11/04/14

Recommendation:

The superintendent recommends that the school board receive the proposed capital improvement plan for FY 2016 - 2020 and consider action at the meeting on November 4, 2014.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Renovations/Replacement Projects					
Sandusky Elementary School Renovation		400,000	8,000,000		8,400,000
Linkhorne Elementary School Renovation			500,000	9,300,000	9,800,000
Paul Munro Elementary School Renovation				400,000	7,600,000
three (3) Elementary School Gym Addition			1,500,000		1,500,000
two (2) Elementary School Gym Addition				1,000,000	1,000,000
Total Replacment/Renovation Projects	0	400,000	10,000,000	10,700,000	7,600,000
					28,700,000

Capital Maintenance Projects:

Mechanical/Electrical:

Admn Bldg - HVAC Upgrade		900,000			900,000
HES main elec service	210,000				210,000
DESI Lighting/Ceiling Upgrade	560,000				560,000
DMS Mozee HVAC Replacement			180,000		180,000
RS Payne HVAC Upgrade				700,000	700,000
BHES Chiller Replacement					300,000
TCM Chiller Replacement			200,000		200,000
Bass ES HVAC Replacement					600,000
Dunbar MS Chiller Replacement					350,000

Secondary School Athletics -

ECG Track	10,000	80,000			90,000
ECG Turf	610,000				610,000
LMS Track			80,000		80,000
DMS Track				80,000	80,000

Elementary School Gym Floor Replacemnt

RS Payne ES Gym Floor	60,000				60,000
Bass ES Gym Floor				60,000	60,000

Roof Replacement/Repair:

ECG Section B	500,000				500,000
Heritage ES		720,000			720,000
Bass ES			300,000		300,000
Paul Munro ES				500,000	500,000
Linkhorne MS				1,180,000	1,180,000
Linkhorne Elementary B.C,D,E K			300,000		300,000
Dunbar MS Central Bldg			560,000		560,000

Dunbar MS retaining walls and parking	300,000					300,000
School Bus Replacement	950,000	988,000	685,000	713,000	741,000	4,077,000
Paving & Fencing	151,424	158,000	164,000	171,000	178,000	822,424
Playgrounds	118,976	124,000	129,000			371,976
Total Capital Maintenance Projects	3,470,400	2,970,000	2,598,000	3,404,000	2,169,000	14,611,400
TOTAL ANNUAL CIP	3,470,400	3,370,000	12,598,000	14,104,000	9,769,000	43,311,400

Legend

School Bus Replacement funded by City for 2016

Bold outlined projects were deferred from 2015 at the request of the city

2016 CIP Recommendations

\$2,273,000

School	Project Details	Cost
EC Glass HS	Roof Replacement (phase 3)	\$500,000
EC Glass HS	Artificial Turf Replacement	\$610,000
RS Payne ES	Gym Floor Replacement	\$60,000
Heritage ES	Main Electrical Service Replacement	\$210,000
Dearington ES	Ceiling Replacement/Lighting Upgrade	\$475,000
All locations	Paving and Fencing	\$150,000
Elementary Schools	Playground Equipment Replacement	\$118,000
Dunbar MS	Retaining Walls	\$150,000