



Lynchburg City Schools • 915 Court Street • Lynchburg, Virginia 24504

Lynchburg City School Board

Sharon Y. Carter
School Board District 2

James E. Coleman, Jr.
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Charleta F. Mason
School Board District 2

Susan D. Morrison
School Board District 1

Michael J. Nilles
School Board District 3

Derek L. Polley
School Board District 1

Jennifer R. Poore
School Board District 2

Katie K. Snyder
School Board District 3

School Administration

Scott S. Brabrand
Superintendent

John C. McClain
Assistant Superintendent of
Student Learning and Success

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

Indya M. Page
Student Representative
Heritage High School

Sidney M. Marshall
Student Representative
E. C. Glass High School

SCHOOL BOARD MEETING
November 15, 2016 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: November 1, 2016 (Joint Session)
- November 3, 2016 (School Board Meeting)
- November 3, 2016 (School Board Retreat)
- 2. Personnel Report
- Marie F. Gee.Page 2
- Discussion/Action

C. STUDENT REPRESENTATIVE COMMENTS

D. SCHOOL BOARD COMMITTEE REPORTS

E. UNFINISHED BUSINESS

F. NEW BUSINESS

- 1. Special Education Advisory Committee: 2016-17 Report
- John C. McClain. Page 4
- Discussion
- 2. Employee Demographics Report
- Ben W. Copeland. Page 5
- Discussion
- 3. Request for Reallocation of Budget
- Anthony E. Beckles, Sr. Page 6
- Discussion

- 4. Capital Improvement Plan: Paul Laurence Dunbar
Middle School for Innovation
Ben W. Copeland. Page 9
Discussion

G. SUPERINTENDENT’S COMMENTS

H. BOARD COMMENTS

I. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, December 6, 2016, 5:30 p.m.
Board Room, School Administration Building

J. ADJOURNMENT

Agenda Report

Date: 11/15/16

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Public Comments

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 11/15/16

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 November 3 – 15, 2016, 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 November 3 – 15, 2016.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2016-2017:

Lawton	Liberty	BA /	0 yrs	Carl B. Hutcherson	01-02-17
Christina	University	(Lv. 0	3)	Early Childhood Special Education	

Agenda Report

Date: 11/15/16

Agenda Number: F-1

Attachments: No

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

Subject: Special Education Advisory Committee: 2016-17 Report

Summary/Description:

State regulations governing the education of students with disabilities outline the role of your Local Special Education Advisory Committee (SEAC) including their annual responsibility to advise the school division of the needs in the education of students with disabilities.

During this presentation, representatives from the SEAC will provide school board members with recommendations for 2016-17.

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: 11/15/16

Agenda Number: F-2

Attachments: No

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

Subject: Employee Demographics Reports

Summary/Description:

The Lynchburg City Schools employs highly qualified teachers and staff who work to support the students in our community in a variety of ways. Teachers and instructional assistants are hired to provide instructional activities and educational programs that will give students the skills and the knowledge to lead them to graduation. Personnel such as bus drivers, custodians, and health assistants are just a few of the employees that offer the day-to-day support that is critical to the operations of the school division. In order to recruit and retain those individuals, the school administration has recommended pay increases and adjusted compensation for specific employee groups. Further, professional development activities for teachers have increased, and leadership institutes have been created for those who wish to become leaders in the school division.

During this presentation, the school administration will provide the school board with information about recruitment, retention, and demographics for the school division's employees.

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: 11/15/16

Agenda Number: F-3

Attachments: No

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

Subject: Request for Reallocation of Budget

Summary/Description:

The school administration has recognized a need to reallocate funds to various salary and operating accounts throughout the school division. Funds to:

- Personnel reallocations (see details below) \$824,967
- Operation and Administration reallocations (see details below) \$366,860
- Instruction reallocations \$142,900

Total reallocation requests

\$1,334,727
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Given school board approval, the funds to purchase or make adjustments to existing budgets will come from available salary accounts within the existing operating budget.

Various Salaries accounts

\$1,334,727
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The school administration requests these budget adjustments be approved for the 2016-17 school year in order to fund these adjustments or purchases.

PERSONNEL REALLOCATION DETAILS

Fund State portion of the 2% salary increase effective January 1, 2017 \$360,828

Hiring of SPED Instructional Staff

Due to the unexpected enrollment of new students to the SPED Program with IEPs the staff positions listed below were needed to comply with the student's IEP. All of the amounts listed includes salary and benefits.

Agenda Report

Date: 11/15/16

Agenda Number: F-3

Attachments: No

Funding to hire .6 FTE BCBA	\$14,600	
Hiring of .5 FTE SPED Functional Skills teachers at HHS	\$31,040	
Hiring of 1 FTE SPED Functional Skills teachers at ECG (Net costs because \$51,272 of the full cost of \$92,290 will be billed to Campbell County Public Schools)	\$41,018	
Hiring of 1 FTE ED Interpreter III at RS Payne	\$49,775	
Hiring of a SPED IA for Hutcherson, salary plus benefits	\$18,894	
Hiring of a SPED teacher for Hutcherson, salary plus benefits	\$68,000	
Hire one (1) SPED IA for Bedford Hills Elementary school	\$16,534	
Hiring of a SPED teacher to cover IEP required services during maternity leave - BHE	<u>\$33,750</u>	
		\$273,611

Hiring of Instructional Staff

Funds to hire .5 FTE CTE teacher for nursing program	\$ 3,317	
Additional salary for LPD instructor	\$ 10,401	
Funds to pay Career & Care Instructional Assistants	\$ 10,000	
Increase in extra period teaching stipend (\$6460- \$5000) \$1460 x 6 plus three additional stipend beyond the budget of three -\$15,000	\$ 28,140	
Hire two (2) Alternative Education teachers (\$55,000)	\$118,750	
Hire one (1) IA for Sheffield Elementary (\$19,000)	<u>\$ 19,920</u>	
		<u>\$190,528</u>

Total Personnel Reallocation Requests

\$824,967

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OPERATIONS AND ADMINISTRATIONS DETAILS

Purchase of a bus lift for Transportation	\$150,000	
Increase legal fees budget in Administration	\$ 70,000	
Increase VRS group insurance budget to cover the increase in VRS group insurance rate	\$ 64,860	
Purchase of condenser unit for R.S. Payne	\$ 48,000	
Increase in purchase services budget to pay the security deposit (\$4,000) and annual rent (\$30,000) for the Empowerment Academy	\$ 34,000	

Total Operations and Administration Reallocation Requests

\$366,860

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Agenda Report

Date: 11/15/16

Agenda Number: F-3

Attachments: No

INSTRUCTION

Increase Material and Supplies budget at the schools	\$ 35,800
Increase professional development budget to for equity training, PBIS and additional workshops required by VDOE	\$ 30,000
Purchase of saxophones for school bands	\$ 30,000
cover the increase cost of AP Testing (\$10,600), expanded use of Work Keys (\$8,700) and WIDA-new online tests (\$6,500)	\$ 25,800
Purchase of postage stamps for all schools	\$ 10,800
Funds to cover the cost of PSAT tests at ECG and HHS	\$ 8,000
Increase budget for counseling services for students	\$ 2,500

Total Instruction Reallocation Requests

\$142,900
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Disposition: Action
 Information
 Action at Meeting on: 12/06/16

Recommendation:

The superintendent recommends that the school board receive the agenda report as an informational item and consider action at the school board meeting on December 6, 2016.

Agenda Report

Date: 11/15/16

Agenda Number: F-4

Attachments: No

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

Subject: Capital Improvement Plan: Paul Laurence Dunbar Middle School for Innovation

Summary/Description:

The capital improvement plan includes \$130,000 in construction funding for replacement of the windows at Paul Laurence Dunbar Middle School for Innovation. The city of Lynchburg Office of Procurement and Purchasing has received bids on the project.

A total of three bids for the Dunbar window replacement project was received. The school administration recommends Appomattox Glass based on their base bid of \$179,690, which was the lowest bid and the alternate bid of \$76,210. Additional funding required for the project will be transferred by the CIP contingency account.

BIDDER	Appomattox Glass	Mid-Atlantic Glass	HomeRite
BASE BID	\$179,690	\$262,000	\$278,000
ALTERNATE	\$76,210	\$68,600	\$115,000

Disposition: Action
 Information
 Action at Meeting on: 12/06/16

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 December 6, 2016.