



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

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**  
**January 24, 2017 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. LCS Aspiring Administrators Recognition  
Ben W. Copeland. . . . . Page 2  
Discussion
- 2. Update on Schools Denied Accreditation  
John C. McClain. . . . . Page 3  
Discussion

**C. CONSENT AGENDA**

- 1. School Board Meeting Minutes: December 5, 2016 (Student Discipline Committee Meeting)  
December 13, 2016 (Student Discipline Committee Meeting)
- 2. Personnel Report  
Marie F. Gee. . . . .Page 4  
Discussion/Action

**D. STUDENT REPRESENTATIVE COMMENTS**

**E. SCHOOL BOARD COMMITTEE REPORTS**

**F. UNFINISHED BUSINESS**

- 1. Proposed School Calendar: 2017-18  
John C. McClain. . . . . Page 6  
Discussion/Action

2. School Operating Budget: 2017-18  
Scott S. Brabrand. . . . . Page 12  
Discussion/Action

**G. NEW BUSINESS**

1. High School Program of Studies: 2017-18  
John C. McClain. . . . . Page 13  
Discussion
2. School Board Policy 5-43: Vacations  
Ben W. Copeland. . . . . Page 14  
Discussion
3. Employee Benefits Enhancements  
Anthony E. Beckles, Sr. . . . . Page 17  
Discussion

**H. SUPERINTENDENT’S COMMENTS**

**I. BOARD COMMENTS**

**J. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, February 7, 2017, 5:00 p.m.  
Community Room, Public Library

Lynchburg City School Board/Lynchburg City Council Joint Meeting:  
Tuesday, February 7, 2017, 5:30 p.m., Community Room, Public Library

**K. ADJOURNMENT**

# Agenda Report

**Date:** 01/24/17

**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:** 01/17/17

**Agenda Number:** B-1

**Attachments:** No

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

**Subject:** LCS Aspiring Administrators Recognition

## Summary/Description:

The LCS Aspiring Administrators program, designed to support the professional learning and development of teacher leaders aspiring to become administrators and assistant principals aspiring to become principals, finished up its final session on November 3, 2016. Eight staff members participated in each of the six sessions completing all of the requirements.

During this presentation, the following staff members will be recognized by the school board.

### Heritage Elementary School

Kellie S. Baldwin

### Sandusky Elementary School

Amanda W. Lokar

### William Marvin Bass Elementary School

Elizabeth L. Marny

### Student Learning and Success

Julia D. Haley

### Linkhorne Middle School

Daniel E. Boyers

### Paul Laurence Dunbar Middle School for Innovation

Jaquelyn C. Pinn

### E. C. Glass High School

Krista L. Rawls-Fanning

### Heritage High School

Laurie M. Croft

**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:** 01/24/17

**Agenda Number:** B-2

**Attachments:** No

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

**Subject:** Update on Schools Denied Accreditation

## **Summary/Description:**

The school administration will provide information to the school board regarding the MOU, Corrective Action Agreement, and work in progress at Linkhorne Middle School and Thomas C. Miller Elementary School for Innovation, the two schools in the school division that were denied state accreditation this year.

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

## **Recommendation:**

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

# Agenda Report

**Date:** 01/24/17

**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 January 3 – 24, 2017, 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 January 3 – 24, 2017.

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

Alerding John	Arkansas University of	MA / (Lv. 19	19 yrs 4)	Heritage High School Math Teacher	01-09-17
Dishner Megan	Liberty University	BA / (Lv. 0	0 yrs 3)	Sandusky Middle School English Teacher	01-17-17
Flowers Chelsea	Liberty University	BA / (Lv. 0	0 yrs 3)	Sheffield Elementary Transition Classroom	01-17-17
Tester Bryanna	Liberty University	BA / (Lv. 0	0 yrs 3)	Heritage High School English Teacher PT	01-09-17
Wardlaw Garria	Lynchburg College	MA / (Lv. 0	0 yrs 1)	Fort Hill Community School Alt. Ed/History Teacher	01-23-17
Williams Alissa	Old Dominion University	BA / (Lv. 1	1 yr 3)	Heritage Elementary Movement Education	01-17-17

**RESIGNATIONS:**

Blosser Tessa	Summit University	BA / (Lv. 2	2 yrs 3)	Sandusky Middle School English Teacher	01-13-17
Christine Katherine	Lynchburg College	MA / (Lv. 8	8 yrs 3)	Sandusky Middle School Science Teacher	01-18-17

# Agenda Report

**Date:** 01/24/17

**Agenda Number:** F-1

**Attachments:** Yes

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

**Subject:** Proposed School Calendar for 2017-2018

## **Summary/Description:**

The 2016-2017 school year is the second of two years for the modified school calendar that was approved by the school board in March 2015. Over the last several weeks, there have been three listening tour meetings and a survey to gather input to help shape the development of the calendar for the 2017-2018 school year. In addition, data related to interventions was reviewed and compiled.

The proposed calendar is based on the input received, data reviewed, and research base from the review of possible calendars two years ago. The school administration reviewed the data with the school board during its meeting on December 6, 2016, and also reviewed the calendar for William Marvin Bass Elementary School for next year. In addition, the school board conducted a work session on January 17, 2017, and discussed several calendar options for the upcoming school year.

During this presentation, the school board will consider action on the school calendars for 2017-18 for the school division and for William Marvin Bass Elementary School.

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

## **Recommendation:**

The superintendent recommends that the school board approve the proposed calendars for 2017-18 for LCS and for William Marvin Bass Elementary School.

# 2017-2018 Academic Year Calendar Draft - Option 1

1/5/17

version 11/9/16

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August 2017						
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November 2017						
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December 2017						
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January 2018						
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February 2018						
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March 2018						
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April 2018						
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June 2018						
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- Flex Day = 1
- New Teacher Orientation = 3 Days
- Professional Development/Planning Days = 11 Days
- Student Attendance Days = 180 Days
- Student and Staff Holidays = 22 Days

- End of Quarter/Half Day for Students
  - Half Day for Students/Half Day PD
  - Intersession Days = 3 Days
  - Break Days = 2 Days
- Q1=38 Days, Q2=41 Days, Q3=52 Days, Q4=49 Days

# 2017-2018 Academic Year Calendar Draft - Option 2

1/5/17

Agenda Report Attachment

July 2017						
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August 2017						
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September 2017						
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October 2017						
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November 2017						
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December 2017						
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April 2018						
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- Flex Day = 1
  - New Teacher Orientation = 3 Days
  - Professional Development/Planning Days = 13 Days
  - Student Attendance Days = 180 Days
  - Student and Staff Holidays = 20 Days
  - End of Quarter
  - Half day for students/half day PD
  - Intersession Days = 3 Days
  - Break Days = 2 Days
- Q1=37 Days, Q2=43 Days, Q3=51 Days, Q4=49 Days

# 2017-2018 Academic Year Calendar Draft - Option 3

1/5/17

July 2017						
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September 2017						
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October 2017						
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November 2017						
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December 2017						
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January 2018						
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- Flex Day = 1
  - New Teacher Orientation = 3 Days
  - Professional Development/Planning Days = 14 Days
  - Student Attendance Days = 180 Days
  - Student and Staff Holidays = 22 Days
  - End of Quarter
  - Intersession Days = 3 Days
  - Break Days = 2 Days
- Q1=36 Days, Q2=41 Days, Q3=51 Days, Q4=52 Days

# 2017-2018 Academic Year Calendar Draft - Option 4

1/5/17

July 2017						
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September 2017						
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October 2017						
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November 2017						
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December 2017						
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January 2018						
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February 2018						
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March 2018						
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April 2018						
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May 2018						
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June 2018						
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- Flex Day = 1
  - New Teacher Orientation = 3 Days
  - Professional Development/Planning Days = 11 Days
  - Student Attendance Days = 180 Days
  - Student and Staff Holidays = 22 Days
  - End of Quarter
  - Intersession Days = 3 Days
  - Break Days = 2 Days
- Q1=38 Days, Q2=41 Days, Q3=52 Days, Q4=49 Days

### BASS - 2017-2018 Academic Year Calendar Draft

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August 2017						
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September 2017						
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October 2017						
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November 2017						
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December 2017						
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January 2018						
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February 2018						
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March 2018						
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April 2018						
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May 2018						
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		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- New Teacher Workdays = 3
- Professional Development/Planning Days = 11
- Student Days = 180
- Holidays for Students and Staff = 22
- Intersessions = 19 Days

- Planning Days that can be flexed = 2
  - Last Day of Quarter/Half Day for Students
  - Half Day for Students/Half Day PD
- Q1=44 Days, Q2=46 Days, Q3=48 Days, Q4=42 Days

# Agenda Report

**Date:** 01/24/17

**Agenda Number:** F-2

**Attachments:** No

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

**Subject:** School Operating Budget: 2016-17

## **Summary/Description:**

The school administration collected budget requests from all principals and department heads and compiled those recommendations into three tiers. At the school board meeting on December 6, 2016, the school administration presented the superintendent's Tier 1 recommendations, which amounts to \$3,551,500. More than \$2 million of those requests are mandatory and include support and services necessary for students with special needs.

The school board has discussed the budget during several public meetings, the most recent being a work session that occurred on January 17, 2017. During that meeting the school board directed the school administration to add a position for the Department for Engagement, Equity, and Opportunity and an additional one percent increase in compensation for all employees.

During this presentation, the school board will review the Tier 1 recommendations proposed by the superintendent along with the additions discussed during the work session and determine the budget request that will be submitted to the city manager.

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

## **Recommendation:**

The superintendent recommends that the school board determine the budget request to be submitted to the Lynchburg City Council for the School Operating Budget for 2017-18.

# Agenda Report

**Date:** 01/24/17

**Agenda Number:** G-1

**Attachments:** No

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

**Subject:** High School Program of Studies: 2016-2017

## Summary/Description:

The school board annually reviews and approves the High School Program of Studies for the next school year. The updated version for 2017-2018

- Adds courses including Astronomy, Physics, World Geography, Hip Hop, Teachers for Tomorrow II, Study Skills,
- Extends course offerings for the math sequence to include an additional math for students who begin Algebra II in eighth grade (and identifies when courses are paid for in a high-level sequence);
- Updates terminology from Foreign Language to World Languages;
- Includes clarifying language regarding when it is acceptable to add/drop a course, take a course outside of LCS, or take more/less than the standard number of courses;
- Modifies DE Biology course to a two-period course;
- Adds fees for AP tests and for dropping a dual enrollment course;
- Modifies the GPA calculation and explanation; and
- Updates language to match state changes regarding graduation, diploma seals, and other areas.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 02/17/17

## 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 February 7, 2017.

# Agenda Report

**Date:** 01/24/17

**Agenda Number:** G-2

**Attachments:** Yes

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

**Subject:** School Board Policy 5-43: Vacations

## **Summary/Description:**

Lynchburg City School Board Policy 5-43: Vacations allows employees to accrue and carry over up to thirty (30) vacation days on January 31 of each year. In addition, a maximum of thirty-six (36) accumulated vacation days will be paid at the daily rate of pay to retiring employees.

In order to align the Lynchburg City School vacation policy with fiscal year contracts, the administration recommends that the school board revise the policy to reflect a June 30 accrual cutoff date and increase the maximum number of days that can be carried over to 36.

Revisions to the policy appear as an attachment to this agenda report.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 02/07/17

## **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 February 7, 2017.

PERSONNEL

**Vacations P 5-43**

A. Scale

Full-time twelve-month administrative and classified personnel (except teacher assistants, nurses, and parking lot attendants) earn annual vacation leave as follows:

0-59 months	of service credit	1.00 day per month
60-119 months	of service credit	1.25 days per month
120-179 months	of service credit	1.50 days per month
180-239 months	of service credit	1.75 days per month
240 months	and above	2.00 days per month

B. Accumulated Vacation Leave

Accrued vacation will be calculated as of ~~January~~ **{June}** 1 each year. Under no circumstances can an eligible employee carry over more than ~~thirty (30)~~ **{thirty-six (36)}** vacation days on ~~January 31~~ **{June 30}** of each year.

Employees planning to retire or resign may use any accumulated vacation days prior to such retirement or resignation. In lieu of using the days prior to leaving employment, the employee may elect to be paid for the accumulated vacation time up to the maximum of 36 days at the daily rate of pay based on the annual contract.

Prior service credit for administrators, in determining vacation eligibility, will be determined on the following basis:

Full-time years of service experience in the Lynchburg City Schools will be granted on a one-for-one basis.

Administrators will receive one year of service credit for each two full-time years of teaching experience in a school accredited by a state or regional accrediting agency. Administrators having prior service in a school or school division accredited by a state or regional accrediting agency will receive one year of vacation eligibility service credit for each year of full-time administrative service with that system or agency.

A full year of employment, for 180 or more days during one school year, shall constitute a single year of teaching service.

Past, continuous, teaching experience in the division will be counted on a one-for-one basis when such person becomes eligible for vacation credit.

## PERSONNEL

Vacations (continued)

Vacation must be earned prior to use. For the purpose of record keeping, vacation credit will be awarded on the anniversary date of an employee's original contract with Lynchburg City Schools. Credit for covered experience gained outside the Lynchburg City School System will be credited as provided above.

C. Schedules

Vacation time must be scheduled in advance under procedures established by the superintendent. Vacation time may be taken in no less than increments of one-half day.

Adopted by School Board: June 19, 1973 (retroactive to July 1, 1972)  
Revised by School Board: January 1, 1981  
Revised by School Board: November 2, 1982  
Revised by School Board: August 2, 1983  
Revised by School Board: September 3, 1985  
Revised by School Board: February 1, 1994  
Revised by School Board: June 15, 1999  
Revised by School Board: October 17, 2000  
Revised by School Board: December 6, 2005

# Agenda Report

**Date:** 01/24/17

**Agenda Number:** G-3

**Attachments:** No

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

**Subject:** Employee Benefits Enhancements

## **Summary/Description:**

### **Employee 403(b) and 457 Plans**

Lynchburg City Schools currently has six vendors that offer employee 403(b) and 457 Deferred Compensation Programs to eligible employees to help them voluntarily save for their retirement. These vendors charge employees a management fee to manage their retirement investment portfolio which can range from 0.05 percent to more than 2.67 percent. Most investment account holders do not pay attention to the amount of management fees they are charged. While contributions to one's investment account and the earnings on the investments will increase, the retirement income, fees and expenses paid by the plan may substantially reduce the growth in the account which will reduce the retirement income. The following example from the U.S. Department of Labor booklet entitled "A Look at 401(k) Plans Fees" demonstrates how fees and expenses can impact the account.

*Assume that you are an employee with 35 years until retirement and a current 403(b) account balance of \$25,000. If returns on investments in your account over the next 35 years average seven percent and fees and expenses reduce your average returns by 0.5 percent, your account balance will grow to \$227,000 at retirement, even if there are no further contributions to your account. If fees and expenses are 1.5 percent, however, your account balance will grow to only \$163,000. The one percent difference in fees and expenses would reduce your account balance at retirement by 28 percent.*

The amount of management fees paid to manage a retirement account matters and can significantly reduce the amount of retirement income.

# Agenda Report

**Date:** 01/24/17

**Agenda Number:** G-3

**Attachments:** No

## **Adding another 403(b) and 457 Vendor**

Lynchburg City Schools would like to add a new 403(b) and 457 vendor, The Retirement Plan Company, LLC, to offer retirement plan services to employees. The main reason for adding this vendor is their low management fee structure which range from 0.804 percent to 1.258 percent, max. Like all of our 403(b) and 457 vendors, employees are free to select the vendor of their choice.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 02/07/17

## **Recommendation:**

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on February 7, 2017.