

**Lynchburg City School Board
Regular Meeting
October 21, 2014**

**BOARD
MEMBERS
PRESENT:**

Regina T. Dolan-Sewell, Chairman
Mary Ann Hoss, Vice Chairman
James E. Coleman
Michael J. Nilles
Jennifer R. Poore
Katie K. Snyder
J. Marie Waller
Thomas H. Webb
Charles B. White
Mia I. Brandon, Student Representative Pro Tem, E. C. Glass High School

**BOARD
MEMBERS
ABSENT:**

Alexandra T. Wieczorek, Student Representative Pro Tem, Heritage High School

**ADMINISTRATION
PRESENT:**

Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration
John C. McClain, Assistant Superintendent of Curriculum and Instruction
Anthony E. Beckles, Sr., Chief Financial Officer
April M. Bruce, Director of Testing, Gifted, and Guidance
David A. Childress, Director of Information Technology
Jason J. Ferguson, Director of Transportation
Steven L. Gatzke, Director of Facilities
Marie F. Gee, Director of Personnel
Ethel E. Reeves, Director of Culture and Engagement
Michael K. Rudder, Director of School Improvement
Marianne Turner, Director of Student Services
Brian S. Wray, Director of K-12 Instruction
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Michael Neary, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. Finance Report
- C. Consent Agenda
- D. Student Representative Comments
- E-1. Substitute Pay Increase
- E-2. Fund Balance Recommendations: 2013-14
- E-3. Employee Benefits Enhancements
- F-1. Capital Improvement Plan: Lighting Upgrades
- F-2. Capital Improvement Plan: 2016-2020
- F-3. Lynchburg City Schools Comprehensive Plan: Review
- G. Superintendent's Comments
- H. Board Comments
- I. Informational Items
- J. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:33 p.m. in the Board Room at the School Administration Building. Dr. Dolan-Sewell opened the meeting and asked those in attendance to rise and recite the *Pledge of Allegiance*.

Upon MOTION by Mr. White, SECONDED by Mrs. Snyder, the school board added an addendum to the personnel report and added item F-3. Lynchburg City Schools Comprehensive Plan: Review to the school board meeting agenda.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

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No Votes: None

Abstentions: None

A-1. Public Comments

In accordance with Policy BDDH Public Participation at School Board Meetings, 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.

There were no individuals who wished to speak before the school board.

B-1. Finance Report

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 summarized 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	\$ 3,500.00
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 detailed the transactions recorded through September 30, 2014. All reports appeared as attachments to the agenda report.

Mr. Beckles noted that on the revenue report there were some categories that have not received funding for this year. Those are funded by Lottery Funds, and they are typically not received until January.

The audit field work has been completed, and the CAFR package is being prepared by the city. The auditor should be at the next Finance Committee and will share information about the audit during that meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 21, 2014, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

C. Consent Agenda

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board approved the school board meeting minutes of October 7, 2014 (Regular Meeting) and the personnel report and addendum for the period October 7 - 21, 2014.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 21, 2014, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D. Student Representative Comments

Miss Mia I. Brandon, student representative pro tem for E. C. Glass High School, shared comments about events and activities occurring at her schools.

E-1. Substitute Pay Increase

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, the 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 the agenda report provided 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.

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	Bachelor	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**

Upon MOTION by Dr. Coleman, SECONDED by Mr. White, the school board approved the increase to substitute pay as presented, effective November 1, 2014.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

E-2. Fund Balance Recommendation: 2013-14

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
	<u>\$2,948,287</u>
	=====

Members of the school board expressed concern about considering action on this item until after the presentation regarding the Capital Improvement Plan for 2016-2020, which occurs later on the agenda, as a large portion of the Fund Balance request will fund items in that Plan.

Upon MOTION by Ms. Hoss, SECONDED by Mr. White, the school board deferred consideration of this item until after the presentation of item F-2. Capital Improvement Plan: 2016-2020.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

E-3. Employee Benefits Enhancements

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.

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.

Upon MOTION by Mr. Webb, SECONDED by Dr. Nilles, the school board approved the school division's payment of the employee only monthly premium for dental insurance.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 21, 2014, EXHIBIT "C," FOR A COPY OF THE SUPPORTING DOCUMENT.)

F-1. Capital Improvement Plan: Lighting Upgrades

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

Funding for this project was received July 1, 2013. The new lighting will be more efficient than what is currently in place. The work will begin in November and occur after school hours so that there will be no impact on day-to-day instruction.

Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board authorized the school administration to enter into a contract with Tune & Toler, Inc., in the amount of \$62,990 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.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

F-2. Capital Improvement Plan: 2016-2020

The spreadsheet that appeared as an attachment to the agenda report contained 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 contained updated cost and final recommendations for the 2016 CIP at a cost of \$2,273,000.

Mr. Copeland explained that the elementary school renovation projects still appear on the capital improvement plan; however, those projects have been moved to occur after the Heritage High School project has been completed. The Heritage Elementary School main electrical project has been moved to 2016 at the request of the city. The school bus replacement program will be funded by the city this year.

The 2016 Capital Improvement Plan recommendations proposed for funding through the 2013-14 Fund Balance at a cost of \$2,273,000 are as follows:

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

These projects are in order of priority. It was noted that some previous projects have come in under budget, and the remaining funds are then used for other projects within the CIP.

This item will be considered at the next school board meeting.

Mr. Webb left at 6:30 p.m.

The school board then resumed discussions regarding the fund balance. The city is unable to fund the school division's capital improvement plan for 2016-2017 because of the Heritage High School project and other projects that are occurring throughout the city. The city and schools discussed and agreed to the use of a portion of the Fund Balance for CIP projects for next year. The portion of the Fund Balance recommended to support the CIP is \$2,090,287. While the total amount of the projects listed for next year is higher than the portion recommended in the Fund Balance request, the school administration anticipates bids for projects to be lower than the estimated amounts, and those remaining resources will be used if necessary.

Because these funds do not need to be appropriated by city council but rather returned to the school division as a fund balance, the schools will be able to expend these funds prior to July 1 which means that projects can begin as soon as school ends for summer break.

Upon MOTION by Mr. White, SECONDED by Dr. Coleman, the school board approved the recommended fund balance uses for 2013-14.

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Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 21, 2014, EXHIBIT "D," FOR A COPY OF THE CAPITAL IMPROVEMENT PLAN FOR 2016-2020.)

F-3. Lynchburg City Schools Comprehensive Plan

During this presentation, the superintendent provided the school board with an executive summary of the Lynchburg City Schools Comprehensive Plan which included a review of the indicators and general strategies of how we are using the results.

G. Superintendent's Comments

The end of the first quarter is almost here. As a result, students will be dismissed early on Friday and be off on Monday.

November 3 is the third annual Project Launchburg event. Students in 10th grade will have the opportunity to visit their choice of two of the area colleges and universities.

Thoughts and prayers were extended to the family of Antonio Sherman, 2014 graduate of Heritage High School, who was recently killed in Richmond, Virginia.

Dr. Brabrand is conducting his first round of School Improvement Plan meetings to ensure that strategies are in place for the coming year. The school board will conduct work sessions on December 9 and 10 to receive School Improvement Plan presentations.

The employee budget forum will occur on October 23, 2014, at 4:30 p.m. at the Information Technology Center.

The next School Summit will occur on November 6 at 9:30 a.m. at the Information Technology Center.

November 4, 2014, is Election Day. Schools will be closed that day.

H. Board Comments

Dr. Coleman announced that he attended the recent community budget forums. He said that the forums were well done and gave the community an opportunity to interact with the school administration about budget priorities. He also provided remarks about the recent partnership signing between the Virginia University at Lynchburg and Dearington Elementary School for Innovation.

Mr. White commended Brian Farrow, head custodian at Linkhorne Middle School and head football coach at that school, for his dedication to the students on the football team. Under Coach Farrow's leadership, the team has improved tremendously. His commitment to the boys is noteworthy. He also commended Mr. Copeland for his willingness to collaborate with citizens and the city in an effort to partner with other programs and help them run smoothly.

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 Session: Tuesday, November 4, 2014, 7:00 p.m., Board Room, School Administration Building.

J. Adjournment

The meeting adjourned at 7:35 p.m.

Regina T. Dolan-Sewell, Chairman

Wendie L. Sullivan, Clerk

(SCHOOL BOARD DOCUMENT FILES ARE LOCATED IN THE DEPARTMENT FOR FINANCE AT THE SCHOOL ADMINISTRATION BUILDING.)