

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

Lynchburg City School Board	l ≣	SCHOOL BOARD MEETING
Sharon Y. Carter School Board District 2		January 24, 2017 5:30 p.m. School Administration Building
James E. Coleman, Jr. School Board District 3	^	Board Room PUBLIC COMMENTS
Regina T. Dolan-Sewell School Board District 1	A.	Public Comments
Charleta F. Mason School Board District 2		Scott S. Brabrand
Susan D. Morrison School Board District 1	В.	SPECIAL PRESENTATION
Michael J. Nilles School Board District 3		LCS Aspiring Administrators Recognition
Derek L. Polley School Board District 1		Ben W. Copeland
School Board District 2		Update on Schools Denied Accreditation
Katie K. Snyder School Board District 3		John C. McClain
School Administration		
Scott S. Brabrand Superintendent	C.	CONSENT AGENDA
John C. McClain Assistant Superintendent of Student Learning and Success		1. School Board Meeting Minutes: December 5, 2016 (Student Discipline Committee Meeting) December 13, 2016 (Student Discipline
Ben W. Copeland Assistant Superintendent of		Committee Meeting)
Operations and Administration		2. Personnel Report
Anthony E. Beckles, Sr. Chief Financial Officer		Marie F. Gee
Wendie L. Sullivan Clerk	D.	STUDENT REPRESENTATIVE COMMENTS
Indya M. Page Student Representative Heritage High School	E.	SCHOOL BOARD COMMITTEE REPORTS
Sidney M. Marshall Student Representative	F.	UNFINISHED BUSINESS
E. C. Glass High School		Proposed School Calendar: 2017-18 John C. McClain

	2.	School Operating Budget: 2017-18 Scott S. Brabrand
G.	NE	EW BUSINESS
	1.	High School Program of Studies: 2017-18 John C. McClain
	2.	School Board Policy 5-43: Vacations Ben W. Copeland
	3.	Employee Benefits Enhancements Anthony E. Beckles, Sr
Н.	SL	JPERINTENDENT'S COMMENTS
I.	ВС	DARD COMMENTS
J.	IN	FORMATIONAL ITEMS
		ext School Board Meeting: Tuesday, February 7, 2017, 5:00 p.m. ommunity Room, Public Library
		nchburg City School Board/Lynchburg City Council Joint Meeting: esday, February 7, 2017, 5:30 p.m., Community Room, Public Library

K. ADJOURNMENT

informational item.

				Agenda Number: Attachments:	A-1 No
From:	Scott S. Brabrand	, Superintendent	t		
Subject:	Public Comments				
Summary/De:	scription:				
comments as		guidelines with	in that policy. I	board welcomes requindividuals who wish time.	
Disposition:	☐ Action☐ Information☐ Action at Mee	eting on:			
Recommenda	ation:				

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

Date: 01/24/17

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 Sandusky Elementary School

Kellie S. Baldwin Amanda W. Lokar

William Marvin Bass Elementary School Student Learning and Success

Elizabeth L. Marny Julia D. Haley

Linkhorne Middle School Paul Laurence Dunbar Middle School for Innovation

Daniel E. Boyers Jaquelyn C. Pinn

E. C. Glass High School Heritage High School

Krista L. Rawls-Fanning 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.

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

Recommendation:

⊠ Information

Action at Meeting on:

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

for January 3 – 24, 2017.

		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/Des	scription:		
The personnel agenda report.	recommendations for January 3 - 24, 2017, appoint	ear as an attachme	nt to this
Disposition:	✓ Action☐ Information☐ Action at Meeting on:		
Recommenda	tion:		

The superintendent recommends that the school board approve the personnel recommendations

Page 4

Agenda Report Attachment

NAME	DEGREE/ COLLEGE EXPERIENCE		_ -	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE			
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2016-2017:								
Alerding	Arkansas	MA /	19 yrs	Heritage High School	01-09-17			
John	University of	(Lv. 1	9 4)	Math Teacher				
Dishner	Liberty	BA /	0 yrs	Sandusky Middle School	01-17-17			
Megan	University	(Lv. 0) 3)	English Teacher				
Flowers	Liberty	BA /	0 yrs	Sheffield Elementary	01-17-17			
Chelsea	University	(Lv. 0) 3)	Transition Classroom				
Tester	Liberty	BA /	0 yrs	Heritage High School	01-09-17			
Bryanna	University	(Lv. 0) 3)	English Teacher PT				
Wardlaw Garria	Lynchburg College	MA / (Lv. (•	Fort Hill Community School Alt. Ed/History Teacher	01-23-17			
Williams	Old Dominion	BA /	1 yr	Heritage Elementary	01-17-17			
Alissa	University	(Lv. 1	3)	Movement Education				
RESIGNATION	NS:							
Blosser Tessa	Summit University	BA / (Lv. 2	,	Sandusky Middle School English Teacher	01-13-17			
Christine	Lynchburg	MA /	8 yrs	Sandusky Middle School	01-18-17			
Katherine	College	(Lv. 8	3)	Science Teacher				

Item: C-2

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.

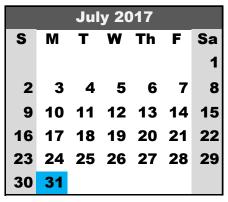
The proposed calendar is based on the input received, data reviewed, and research base from the review of possible calendars two years ago. The school administration reviewed the data with the school board during its meeting on December 6, 2016, and also reviewed the calendar for William Marvin Bass 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.

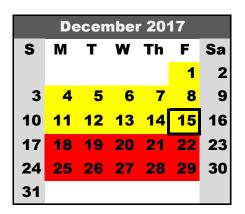


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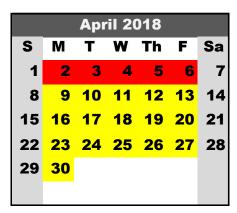




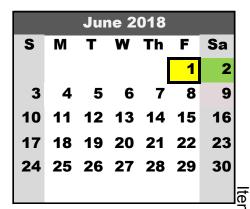
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Flex Day = 1
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New Teacher Orientation = 3 Days
Professional Development/Planning Days = 11 Days
Student Attendance Days = 180 Days
Student and Staff Holidays = 22 Days

End of Quarter/Half Day for Students

Half Day for Students/Half Day PD

Intersession Days = 3 Days

Q1=38 Days, Q2=41 Days, Q3=52 Days, Q4=49 Days

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2017-2018 Academic Year Calendar Draft - Option 2

1/5/17

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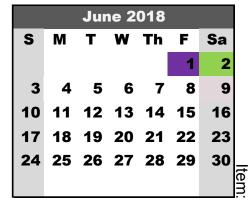
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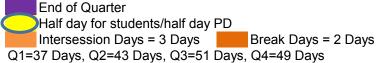






Flex Day = 1

New Teacher Orientation = 3 Days Professional Development/Planning Days = 13 Days Student Attendance Days = 180 Days Student and Staff Holidays = 20 Days



2017-2018 Academic Year Calendar Draft - Option 3

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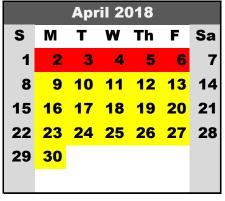
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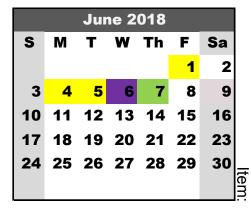
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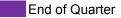






Flex Day = 1

New Teacher Orientation = 3 Days Professional Development/Planning Days = 14 Days Student Attendance Days = 180 Days Student and Staff Holidays = 22 Days



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

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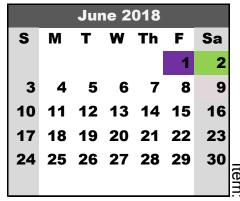
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Flex Day = 1

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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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

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.

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.

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 highlevel 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	
	\boxtimes	Information	
	\boxtimes	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.

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

 \boxtimes 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.

P 5-43

Item: G-2

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-forone basis when such person becomes eligible for vacation credit.

Item: G-2

P 5-43

PERSONNEL

<u>Vacations</u> (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

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 4011(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.

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

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.