



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

Kimberly A. Sinha
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
February 7, 2017 5:00 p.m.
Lynchburg Public Library
Community Room

A. OPENING COMMENTS

B. FINANCE REPORT

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

C. CONSENT AGENDA

- 1. School Board Meeting Minutes: December 6, 2016 (Regular Meeting)
December 15, 2016 (Closed Meeting)
December 15, 2016 (Work Session)
January 3, 2017 (Regular Meeting)
January 5, 2017 (Student Discipline
Committee Meeting)
January 17, 2017 (Work Session)
January 24, 2017 (Regular Meeting)
- 2. Personnel Report
Marie F. Gee.Page 6
Discussion/Action
- 3. School Board Policy 5-43: Vacations
Ben W. Copeland. Page 8
Discussion/Action
- 4. Employee Benefits Enhancement
Anthony E. Beckles, Sr.Page 11
Discussion/Action

D. UNFINISHED BUSINESS

- 1. High School Program of Studies: 2017-18
John C. McClain. Page 13
Discussion/Action

E. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, February 21, 2017, 5:30 p.m.
Board Room, School Administration Building

F. ADJOURNMENT

Agenda Report

Date: 02/07/17

Agenda Number: B-1

Attachments:

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

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the FY2016-17 school operating budget, authorized, approved, and processed the necessary payments through December 31, 2016. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through December 31, 2016, for the operating fund.

Total Operating Fund Budget	\$ 93,056,175.00
Prior Year Encumbrances	\$ 121,556.00
Insurance Proceeds	\$ <u>1,227.20</u>
Adjusted Budget	\$ 93,178,958.20

Through December 31, 2016

Actual Revenue Received	\$ 38,100,882.91
Actual Expenditures	\$ 40,797,593.78
Actual Encumbered	\$ 44,685,694.49

Percent of Budget Received	40.89%
Percent of Budget Used, excluding encumbrances	43.78%

As of 12/31/16 – 6 months 50.00%

The revenue and expenditure reports detail the transactions recorded through December 31, 2016. 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 this agenda report as an informational item.

FY2016-2017 REVISED REVENUE BUDGET						
As of December 31, 2016						
	ORIGINAL	REVISED				CHANGE BETWEEN
	REVENUE	REVENUE				ORG & REVISED
	BUDGET	BUDGET	YTD	BUDGET	%	REV BUDGET
	As of 7/1/2016	As of 12/16/2016	TRANSACTIONS	BALANCE	RECEIVED	INCREASE
						(DECREASE)
ADM	8,051.20	7,988.20				(63.0)
ACCOUNT TITLE						
COMMONWEALTH OF VA REVENUE						
240308 SALES TAX RECEIPTS	(10,837,193.00)	(10,558,776.00)	(4,450,376.10)	(6,108,399.90)	42.15%	(278,417.00)
240202 BASIC SCHOOL AID	(21,878,492.00)	(21,769,141.00)	(10,939,245.98)	(10,829,895.02)	50.25%	(109,351.00)
240207 GIFTED & TALENTED	(246,173.00)	(243,721.00)	(123,086.52)	(120,634.48)	50.50%	(2,452.00)
240208 REMEDIAL EDUCATION	(1,492,427.00)	(1,477,560.00)	(746,213.52)	(731,346.48)	50.50%	(14,867.00)
240208 REMEDIAL EDUCATION	(161,164.00)	(164,036.00)	(23,433.72)	(140,602.28)	14.29%	2,872.00
SUPPL LOTTERY PER PUPIL ALLOC	(268,842.00)	(266,875.00)	0.00	(266,875.00)	0.00%	(1,967.00)
COMPENSATION SUPPLEMENT	(360,828.00)	0.00	0.00	0.00	0.00%	(360,828.00)
240212 SPECIAL ED SOQ	(2,841,252.00)	(2,812,950.00)	(1,420,626.00)	(1,392,324.00)	50.50%	(28,302.00)
240217 VOCATIONAL ED SOQ	(405,161.00)	(401,125.00)	(202,580.52)	(198,544.48)	50.50%	(4,036.00)
240221 SOC SEC-INSTR	(1,461,655.00)	(1,447,095.00)	(730,827.48)	(716,267.52)	50.50%	(14,560.00)
240223 VRS INSTRUCTIONAL	(3,015,625.00)	(2,985,586.00)	(1,507,812.48)	(1,477,773.52)	50.50%	(30,039.00)
240241 GROUP LIFE INST	(97,444.00)	(96,473.00)	(48,722.02)	(47,750.98)	50.50%	(971.00)
240228 READING INTERVENTN	(185,114.00)	(207,993.00)	0.00	(207,993.00)	0.00%	22,879.00
240205 CAT-REG FOSTER	(74,203.00)	(178,330.00)	0.00	(178,330.00)	0.00%	104,127.00
240246 CAT-HOMEBOUND	(107,771.00)	(108,063.00)	(21,612.54)	(86,450.46)	20.00%	292.00
240248 REGIONAL TUITION	(814,113.00)	(938,255.00)	0.00	(938,255.00)	0.00%	124,142.00
240265 AT RISK SOQ	(1,502,539.00)	(1,487,554.00)	0.00	(1,487,554.00)	0.00%	(14,985.00)
240309 ESL	(156,955.00)	(149,127.00)	(78,477.48)	(70,649.52)	0.00%	(7,828.00)
240281 AT RISK 4 YR OLDS - VPI	(944,193.00)	(936,390.00)	0.00	(936,390.00)	0.00%	(7,803.00)
240253 CTE EDUCATION	(52,654.00)	(57,895.00)	0.00	(57,895.00)	0.00%	5,241.00
MATH/READING INSTR SPECIALISTS	(42,665.00)	0.00	0.00	0.00	0.00%	(42,665.00)
EARLY READING SPECIALISTS INITIA	(41,476.00)	(30,117.00)	0.00	(30,117.00)	0.00%	(11,359.00)
240275 PRIMARY CLASS SIZE	(1,956,675.00)	(1,899,533.00)	0.00	(1,899,533.00)	0.00%	(57,142.00)
240214 TEXTBOOKS	(563,019.00)	(557,410.00)	(281,509.50)	(275,900.50)	50.50%	(5,609.00)
240405 ALGEBRA READINESS	(141,003.00)	(145,275.00)	0.00	(145,275.00)	0.00%	4,272.00
PROJECT GRADUATION	0.00	(36,965.00)	0.00	(36,965.00)	0.00%	36,965.00
COMMONWEALTH OF VA	(49,648,636.00)	(48,956,245.00)	(20,574,523.86)	(28,381,721.14)	42.03%	(692,391.00)
		0.00				
FEDERAL REVENUE						
330212 IMPACT AIDPL81-874	(8,000.00)	(8,000.00)	(7,717.30)	(282.70)	96.47%	0.00
180303 MEDICAID REIMBURSE	(350,000.00)	(350,000.00)	(169,582.36)	(180,417.64)	48.45%	0.00
JR ROTC	(105,000.00)	(105,000.00)	(47,163.86)	(57,836.14)	44.92%	0.00
FEDERAL	(463,000.00)	(463,000.00)	(224,463.52)	(238,536.48)	48.48%	0.00
CITY APPROPRIATIONS						
510500 CITY OPER APPR	(40,854,039.00)	(40,854,039.00)	(16,575,000.00)	(24,279,039.00)	40.57%	0.00
510500 FUND BALANCE RETURN	0.00	0.00	0.00	0.00	100.00%	0.00
510500 USE OF RESERVES	(500,000.00)	(500,000.00)	0.00	(500,000.00)	100.00%	0.00
CITY	(41,354,039.00)	(41,354,039.00)	(16,575,000.00)	(24,779,039.00)	40.08%	0.00
MISCELLANEOUS REVENUE						
189912 MISC REV/OTH FUNDS	(100,000.00)	(100,000.00)	(19,796.71)	(80,203.29)	100.00%	0.00
180303 REBATES & REFUNDS	(20,000.00)	(20,000.00)	(8,568.75)	(11,431.25)	42.84%	0.00
189903 DONATIONS & SP GF	0.00	0.00	(350.00)	350.00	0.00%	0.00
189909 SALE OTHER EQUIP	(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
189910 INSURANCE ADJUST	(3,000.00)	(72,000.00)	(71,936.47)	(63.53)	99.91%	69,000.00
E RATE REIMBURSEMENT	(115,500.00)	(115,500.00)	(75,660.34)	(39,839.66)	65.51%	0.00
TRANSFER IN/OUT	0.00	0.00	0.00	0.00	0.00%	0.00
MISCELLANEOUS	(241,500.00)	(310,500.00)	(176,312.27)	(134,187.73)	56.78%	69,000.00

CHARGES FOR SERVICES							
150201 RENTS	(123,000.00)	(123,000.00)	(123,000.00)	0.00	100.00%	0.00	
161201 TUITION DAY SCHOOL	(100,000.00)	(100,000.00)	(55,418.01)	(44,581.99)	55.42%	0.00	
161206 GED TESTING FEES	(11,000.00)	(11,000.00)	(7,590.00)	(3,410.00)	69.00%	0.00	
161207 TUITION SUMMER SCH	(25,000.00)	(40,000.00)	(39,815.50)	(184.50)	99.54%	15,000.00	
161202 SPEC PUPIL FEES	(35,000.00)	(35,000.00)	(943.95)	(34,056.05)	2.70%	0.00	
161205 BUS RENTAL	(325,000.00)	(325,000.00)	(214,661.45)	(110,338.55)	66.05%	0.00	
190101 TUIT FM OTH CO/CY	(400,000.00)	(400,000.00)	0.00	(400,000.00)	0.00%	0.00	
161201 DUAL ENROLLMENT	(125,000.00)	(125,000.00)	0.00	(125,000.00)	0.00%	0.00	
PRINT SHOP	(65,000.00)	(65,000.00)	(33,631.51)	(31,368.49)	51.74%	0.00	
SCHOOL NUT UTILITIES	(90,000.00)	(90,000.00)	(29,432.34)	(60,567.66)	32.70%	0.00	
FACILITY RENTALS	(50,000.00)	(50,000.00)	(46,090.50)	(3,909.50)	92.18%	0.00	
CHARGES FOR SERVICES	(1,349,000.00)	(1,364,000.00)	(550,583.26)	(813,416.74)	40.37%	15,000.00	
150101 INTEREST-BNK DPST	0.00	0.00	0.00	0.00	100.00%	0.00	
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00	0.00%	0.00	
HEALTH INSURANCE RESERVE	0.00	0.00	0.00	0.00	0.00%	0.00	
DESIGNATION - ENCUMBRANCES	(90,304.40)	(90,304.40)	0.00	(90,304.40)	0.00%	0.00	
TOTAL OPERATING FUND	(93,146,479.40)	(92,538,088.40)	(38,100,882.91)	(54,346,901.09)	41.17%	(608,391.00)	
REVENUE OVER/(UNDER) ORIGINAL BUDGET	(608,391.00)						
Note							
Bold accounts are affected by changes in ADM							

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ending
 December 31, 2016

	Fiscal Year 2016-17				BUDGET AVAILABLE	BUDGET % USED
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES		
INSTRUCTION						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel	49,801,261.23	20,224,851.03	40.61%	27,408,579.85	2,167,830.35	95.65%
Other	4,012,328.45	1,800,510.99	44.87%	139,158.20	2,072,659.26	48.34%
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel	3,397,238.39	1,477,240.29	43.48%	1,793,963.53	126,034.57	96.29%
Other	160,809.27	21,471.77	13.35%	50,717.24	88,620.26	44.89%
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel	3,855,923.66	1,876,272.49	48.66%	2,014,784.64	(35,133.47)	100.91%
Other	1,720,005.80	370,819.42	21.56%	220,261.50	1,128,924.88	34.37%
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN						
Personnel	5,489,244.18	2,598,922.72	47.35%	2,792,035.27	98,286.19	98.21%
Other	154,499.80	86,024.74	55.68%	27,755.04	40,720.02	73.64%
TOTAL INSTRUCTION	68,591,310.78	28,456,113.45	41.49%	34,447,255.27	5,687,942.06	91.71%
ADMINISTRATION						
FUNCTION 2100 ADMINISTRATION						
Personnel	2,626,315.96	1,438,518.57	54.77%	1,123,540.42	64,256.97	97.55%
Other	1,305,748.76	589,448.31	45.14%	495,773.54	220,526.91	83.11%
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel	1,608,973.99	656,217.21	40.78%	877,516.10	75,240.68	95.32%
Other	90,581.00	58,600.63	64.69%	45,019.84	(13,039.47)	114.40%
	5,631,619.71	2,742,784.72	48.70%	2,541,849.90	346,985.09	93.84%
PUPIL TRANSPORTATION						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel	324,927.98	177,882.04	54.75%	160,288.35	(13,242.41)	104.08%
Other	24,383.50	12,673.04	51.97%	5,486.81	6,223.65	74.48%
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel	2,493,497.91	1,117,213.45	44.81%	1,168,573.96	207,710.50	91.67%
Other	570,450.00	401,743.00	70.43%	161,324.59	7,382.41	98.71%
FUNCTION 3300 MONITORING SERVICE						
Personnel	420,984.24	183,233.40	43.53%	204,162.98	33,587.86	92.02%
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel	350,614.64	178,999.58	51.05%	168,178.92	3,436.14	99.02%
Other	382,977.20	186,492.44	48.70%	83,241.25	113,243.51	70.43%
FUNCTION 3500 BUS PURCHASE - REGULAR						
Other	500,000.00	503,550.00	100.71%	0.00	(3,550.00)	100.71%
TOTAL PUPIL TRANSPORTATION	5,067,835.47	2,761,786.95	54.50%	1,951,256.86	354,791.66	93.00%
OPERATIONS & MAINTENANCE						
FUNCTION 4100 MANAGEMENT & DIRECTION						
Personnel	278,887.77	139,311.15	49.95%	139,310.88	265.74	99.90%
Other	84,000.00	40,790.98	48.56%	13,351.52	29,857.50	64.46%

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ending
 December 31, 2016

FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,310,647.43	2,127,949.99	49.36%	1,939,353.50	243,343.94	94.35%
	Other	5,013,922.00	2,395,911.45	47.79%	2,171,935.79	446,074.76	91.10%
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	246,606.66	113,541.55	46.04%	123,444.24	9,620.87	96.10%
	Other	35,000.00	27,082.23	77.38%	1,660.54	6,257.23	82.12%
FUNCTION 4400 EQUIPMENT SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	214,421.00	37,684.75	17.58%	8,815.77	167,920.48	21.69%
FUNCTION 4500 VEHICLE SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	62,500.00	16,422.48	26.28%	4,124.61	41,952.91	32.88%
FUNCTION 4600 SECURITY SERVICES							
	Personnel	30,460.57	13,835.69	45.42%	9,769.06	6,855.82	77.49%
	Other	334,002.00	98,737.24	29.56%	128,322.76	106,942.00	67.98%
FUNCTION 4700 WAREHOUSING SERVICES							
	Personnel	8,752.87	5,541.84	63.31%	0.00	3,211.03	63.31%
TOTAL OPERATIONS & MAINTENANCE		10,619,200.30	5,016,809.35	47.24%	4,540,088.67	1,062,302.28	90.00%
Other Non-Instructional Operations							
FUNCTION 5000 Non-Instructional Operations - Other		15,112.80	586.67	3.88%	0.00	14,526.13	3.88%
TOTAL Non-Instructional Operations		15,112.80	586.67	3.88%	0.00	14,526.13	3.88%
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	11,841.50	11,420.14	96.44%	0.00	421.36	96.44%
	Other	20,000.00	0.00	0.00%	0.00	20,000.00	0.00%
TOTAL FACILITIES		31,841.50	11,420.14	35.87%	0.00	20,421.36	35.87%
DEBT SERVICE							
FUNCTION 7100 DEBT SERVICE - Other		0.00	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	1,807,167.69	860,964.98	47.64%	951,573.32	(5,370.61)	100.30%
	Other	212,825.49	169,402.45	79.60%	4,967.64	38,455.40	81.93%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	462,571.45	219,925.07	47.54%	230,026.47	12,619.91	97.27%
	Other	739,473.01	557,800.00	75.43%	18,676.36	162,996.65	77.96%
TOTAL TECHNOLOGY		3,222,037.64	1,808,092.50	56.12%	1,205,243.79	208,701.35	93.52%
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9300 ADMINISTRATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE		0.00	0	0.00%	0	0	0.00%
TOTAL CONTINGENCY RESERVES		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		93,178,958.20	40,797,593.78	43.78%	44,685,694.49	7,695,669.93	91.74%

Agenda Report

Date: 02/07/17

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 24 – February 7, 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 24 – February 7, 2017.

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

Houck Ann	Lynchburg College	MA (Lv. 7	7 yrs 3)	Perrymont Elementary School 5 th Grade	01-30-17
Kluba Cynthia	George Mason University of	BA (Lv. 15	15 yrs 3)	Sandusky Middle School Science Teacher	02-15-17

RETIREMENTS:

Marshall Leverne	Western Michigan University	MS (Lv. 21	21 yrs 2)	Sandusky Middle School Principal	06-30-17
Waddell Theresa	Averett University	MED (Lv. 31	31 yrs 3)	Linkhorne Middle School Physical Education Teacher	02-28-17

Agenda Report

Date: 02/07/17

Agenda Number: C-3

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:

Recommendation:

The superintendent recommends that the school board approve revisions to School Board Policy 5-43: Vacations.

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: 02/07/17

Agenda Number: C-4

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: 02/07/17

Agenda Number: C-4

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:

Recommendation:

The superintendent recommends that the school board authorized the school administration to add The Retirement Plan Company, LLC, to the list of vendors who provide retirement plan services for employees.

Agenda Report

Date: 02/07/17

Agenda Number: D-1

Attachments: No

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

Subject: High School Program of Studies: 2017-18

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.

The school administration requests that the school board approve the changes to the High School Program of Studies for 2017-18.

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

Recommendation:

The superintendent recommends that the school board approve the changes to the High School Program of Studies for 2017-18.