



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

Lynchburg City School Board

Robert O. Brennan
School Board District 1

Sharon Y. Carter
School Board District 2

James E. Coleman, Jr.
School Board District 3

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

Katie K. Snyder
School Board District 3

Kimberly A. Sinha
School Board District 2

School Administration

Larry A. Massie
Acting 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

SCHOOL BOARD MEETING
October 17, 2017 5:30 p.m.
School Administration Building
Board Room

A. PUBLIC COMMENTS

- 1. Public Comments
 - Michael J. Nilles.Page 1
 - Discussion/Action (30 Minutes)

B. SPECIAL PRESENTATION

- 1. Professional Development for Teachers and Administrators
 - Larry A. Massie.Page 2
 - Discussion
- 2. Grow Your Own
 - Larry A. Massie.Page 3
 - Discussion
- 3. Automotive Service Technology
 - Larry A. Massie.Page 4
 - Discussion

C. CONSENT AGENDA

- 1. School Board Meeting Minutes: October 3, 2017 (Regular Meeting)
October 2, 2017 (Student Discipline
Committee Meeting)
- 2. Personnel Report
 - Marie F. Gee.Page 5
 - Discussion/Action
- 3. Foreign Travel: High School German Students
 - John C. McClain.Page 7
 - Discussion/Action

D. STUDENT REPRESENTATIVE COMMENTS

E. SCHOOL BOARD COMMITTEE REPORTS

F. UNFINISHED BUSINESS

- 1. School Board Governance Norms and Protocols
Michael J. Nilles. Page 8
Discussion

- 2. School Board Retreat
Michael J. Nilles. Page 13
Discussion

G. NEW BUSINESS

H. SUPERINTENDENT’S COMMENTS

I. BOARD COMMENTS

J. CLOSED MEETING

- 1. Notice of Closed Meeting
Larry A. Massie.Page 14
Discussion

- 2. Certification of Closed Meeting
Larry A. Massie.Page 15
Discussion/Action

K. INFORMATIONAL ITEMS

School Board Retreat: November 1, 2017, Kemper Street Station,
825 Kemper Street, Second Floor Conference Room

Next School Board Meeting: Tuesday, November 7, 2017, 5:30 p.m.
Board Room, School Administration Building

L. ADJOURNMENT

Agenda Report

Date: 10/17/17

Agenda Number: A-1

Attachments: No

From: Michael J. Nilles, School Board Chairman

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

Agenda Report

Date: 10/17/17

Agenda Number: B-1

Attachments: No

From: Larry A. Massie, Acting Superintendent

Subject: Professional Development for Teachers and Administrators

Summary/Description:

Becky DuFour is a former teacher, principal, and central office administrator who has spent more than 16 years as an international consultant to help schools and districts deepen their work as professional learning communities, a model that has a strong research base for demonstrating significant, lasting school improvement. Ms. DuFour has co-authored 12 books and presented hundreds of times across the nation and world.

As a native of this area and a former teacher for the Lynchburg City Schools early in her career, Ms. DuFour has partnered with LCS to lend her support this year. In the last several months, Ms. DuFour has donated many hours to provide individual coaching to principals, consulted school teams in their work, and provided professional development to school administrators and teachers, including a presentation which occurred on October 6, 2017, to nearly 300 LCS educators.

Lynchburg City Schools is incredibly fortunate this year to have the generous donation of time and expertise from Becky DuFour to support our schools and school leaders this year.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 10/17/17

Agenda Number: B-2

Attachments: No

From: Larry A. Massie, Acting Superintendent

Subject: Grow Your Own Teachers Initiative

Summary/Description:

The *Grow Your Own (GYO) Teachers Initiative* is a joint effort of Lynchburg College, Central Virginia Community College, and local school divisions that will help area students who wish to pursue a career in teaching.

Students who attend Amherst County, Appomattox County, Bedford County, Campbell County, or Lynchburg City Schools are eligible to apply for this program. Students will pay tuition and attend classes at CVCC for their first two years. They will then benefit from a financial aid package during the two final years at Lynchburg College. Students who are enrolled in Early College through their home school and CVCC are also eligible to apply.

Students will have the opportunity to complete field work and student teaching in their home school division. Following the completion of the program, students will work with their home school division for job placement.

Dr. John C. Walker, professor of leadership studies at Lynchburg College, will provide additional information regarding this program to the school board during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 10/17/17

Agenda Number: B-3

Attachments: No

From: Larry A. Massie, Acting Superintendent

Subject: Automotive Service Technology

Summary/Description:

Congratulations to Mr. Ron Snow, Automotive Service Technology Instructor at E. C. Glass High School. The Automotive Service Technology program was granted Automotive Service Excellence (ASE) Renewal of Accreditation after completing a two-year review by a team from the National Automotive Technicians Education Foundation (NATEF). This team was led by Mr. Ed Dellinger, supervisor for career-technical education; industry leaders from five local automotive service repair businesses; and a NATEF representative from Greensboro, North Carolina. Mr. Snow's program received passing scores in all 12 ASE standard areas reviewed, which include 148 individual competencies. Mr. Snow personally completed and passed eight ASE Instructors' exams needed for program renewal.

The school board will recognize Mr. Snow for his hard work and leadership which led to the program's Renewal of Accreditation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 10/17/17

Agenda Number: C-2

Attachments: Yes

From: Larry A. Massie, Acting Superintendent
Marie F. Gee, Director of Personnel

Subject: Personnel Report

Summary/Description:

The personnel recommendations for October 3 - 17, 2017, appear as an attachment to this agenda report.

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

Recommendation:

The acting superintendent recommends that the school board approve the personnel recommendations for October 3 -17, 2017.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
-------------	----------------	-------------------------------	-------------------------------	---------------------------

RESIGNATIONS:

Surawski Kaitlin	Nazareth College	MA / (Lv. 4	4 yrs Sandusky Elementary School 3) Literacy Coach/Teacher	10-26-2017
Wooldridge Jordan	Liberty University	BA / (Lv. 1	1 yr Payne Elementary School 3) Art Teacher	10-13-2017

Agenda Report

Date: 10/17/17

Agenda Number: C-3

Attachments: No

From: Larry A. Massie, Acting Superintendent
John C. McClain, Assistant Superintendent for Student Learning for Success

Subject: Foreign Travel: High School German Students

Summary/Description:

Lynchburg City Schools' German teachers have established a partnership with Vicco von Bullow Gymnasium, a high school in Stahnsdorf, Germany. Through this partnership, students from Stahnsdorf visited Lynchburg in 2014 and 2016, and plan to visit again in 2018. Likewise, students from Lynchburg City Schools have traveled to Germany three times.

The German teachers request permission to continue this partnership by traveling with up to 12 students this upcoming summer break, June 4 – 20, 2018.

Ms. Magdalena Markovinovic, German teacher at E. C. Glass High School, provided information during the October 3, 2017 school board meeting about this educational exchange opportunity, which included travel arrangements, itinerary, accommodations, safety precautions, and cost.

School Board Policy 6-42: Field/Recreation/Class/Athletic Trips requires prior approval by the school board for student travel outside the continental United States.

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

Recommendation:

The acting superintendent recommends that the school board the request for foreign travel June 4-20, 2018.

Agenda Report

Date: 10/17/17

Agenda Number: F-1

Attachments: Yes

From: Michael J. Nilles, School Board Chairman

Subject: School Board Governance Norms and Protocols

Summary/Description:

On September 22, 2017, the Lynchburg City School Board, received governance training conducted by the Virginia School Boards Association. During that professional development training, the school board reviewed and revised its current Governance Norms and Protocols, which were developed during a similar training activity conducted in April 2016. The document, which appears as an attachment to this agenda report, provides clear guidelines and procedures for all aspects of board communication, school board meeting agenda development, interactions with the school community, professional development, and the evaluation of the superintendent and itself.

The school board will review the Governance Norms and Protocols during this presentation.

Disposition: Action
 Information
 Action at Meeting on: 11/07/17

Recommendation:

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

Lynchburg City School Board

Governance Norms & Protocols

We agree to employ the following norms in all our interactions:

- **We will hear each opinion, but ultimately act as one.** We will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. We will help each other to depersonalize disagreements. Once we reach a decision or compromise as a board, we will each support the will of the board in word and deed.
- **The chairman (or designee) will speak as the official voice of the board.** A single board member will not represent the board without the consent of the board, and board members making personal statements (in any format, including speeches, articles, social media posts, etc.) should clearly state that these statements are their opinion and not the position of the board.
- **We will be mindful of the different roles and responsibilities throughout the school system and maintain a focus on policy and governance.**
- **We will be aware of the different roles that we play as individuals (board member, citizen, parent, etc.).**
- **We will be focused on our work as a board and not interfere with the day-to-day operations of the school system, which is the responsibility of the superintendent.**
- **We will maintain open communication with each other, the administration, and the community-at-large.** Information shared with one board member will be shared with all members. If considerable work or time is required to generate data, the full board must endorse the request.

We agree to follow the following protocols:

<p>Developing the board agenda</p>	<p>Superintendent develops the draft agenda and provides to the chairman for review prior to distribution.</p> <p>Timing Considerations</p> <p>Step 1: The “working draft” (minus supporting documents) provided to the chairman one week prior to agenda distribution for initial feedback.</p> <p>Step 2: The draft agenda (with supporting documents) provided to the chairman one day prior to agenda distribution for final review.</p> <p>Step 3: The final agenda will be distributed to the board on the Thursday prior to the meeting.</p>
<p>Placing items on the board meeting agenda</p>	<p>Requests should be submitted to the chairman, who will then poll the board to see if there is board majority interest in adding the item to the agenda.</p> <p>Policy BDDC{-R}</p>
<p>Obtaining information or clarification about board meeting agenda items before the meeting</p>	<p>Requests for information/clarification should be directed to the superintendent. Responses will be sent to all board members.</p>
<p>Responding to staff or community complaints at board meetings</p>	<p>The board does not respond to public comment at the meetings. The chairman will send a written response/ acknowledgement.</p> <p>**Add verbal statement at the beginning of public comment clarifying that comments will not receive a verbal response at the meeting.</p>
<p>Responding to staff or community complaints outside of board meetings</p>	<p>Limit discussion, advise person of chain of communication and notify superintendent.</p>
<p>Communications between and among board members</p>	<p>1-on-1 communication. E-mail (no “reply all”). Phone calls.</p>

Communications between board members and the superintendent	<p>As appropriate, superintendent will Cc other board members when responding to requests for information by an individual board member.</p> <p>Friday Memo</p> <p>Individual calls, e-mails, meetings, as needed.</p> <p>Quarterly 1-on-1.</p>
Communications between board members and staff (including requests for information)	<p>Communication should be directed to the superintendent, who will then direct staff, as appropriate.</p> <p>Information request responses will be sent to all board members.</p>
Assignment of committee members	<p>Volunteer, by interest. If needed, chairman will assign. Seniority given to board service.</p>
Committee reporting expectations	<p>The chairman of the committee will report at each board meeting.</p>
Responding to media inquiries	<p>The chairman, or board designee, is the official media spokesperson for the board.</p>
Use of social media	<p>Board members are encouraged to share official LCS content.</p> <p>**Board members should not create/alter content regarding the division or speak/post on behalf of the board.</p> <p>**Discussion re: being Facebook friends with fellow board members.</p>
How, when and whom to notify about visiting school sites	<p>Requests for official school visits should be coordinated with the principal and superintendent Cc'd.</p>
How, when and whom to notify about volunteering in schools or at school events	<p>Board members will notify the superintendent.</p>
How, when and whom to notify about attending	<p>Encouraged. No notification required.</p>

school events (concerts, sporting events, etc.)	
Expectations for participation in professional development	In accordance with the Code of Virginia §22.1-253.13:5 (A) and (D)
Expectations for participation in meetings and conferences	In accordance with the Code of Virginia 22.1-253.13:5 (A) and (D)
When and how the board evaluates the superintendent	In accordance with the Superintendent’s Evaluation Document adopted by the Lynchburg City School board on August 20, 2013.
When and how the board conducts a self-evaluation	TBD {Annually}
When and how the board monitors and updates the comprehensive plan	Official review annually at school board retreat. Ongoing use for alignment with budget, status on progress, etc.

Violation of these norms and protocols will result in the following actions:

VIOLATION 1

Through consensus, the chairman speaks with school board member.

VIOLATION 2

Through consensus, the chairman sends a letter to the school board member.

VIOLATION 3

~~Through consensus, the chairman reports violations to Lynchburg City Council as information for its deliberation in the re-appointment process.~~

VIOLATION 4

Agenda Report

Date: 10/17/17

Agenda Number: F-2

Attachments: No

From: Larry A. Massie, Acting Superintendent

Subject: School Board Retreat: 2017-18

Summary/Description:

Each year, Lynchburg City School Board conducts an annual retreat and identifies topics for discussion to be placed on the agenda for the meeting. The school board suggested a variety of topics for the retreat that will occur on November 1, 2017. The top 10 items selected are as follows:

- Achievement Gap
- Teacher Turnover/Personnel Trends/Salaries
- Student Discipline Problems
- Data Warehouse
- Equity Task Force
- School Safety
- Comprehensive Plan
- LOLET/COLET
- Monthly School Board Meetings
- School Attendance Zones

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 10/16/17

Agenda Number: J-1

Attachments: No

From: Larry A. Massie, Acting Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

Pursuant to the Code of Virginia §2.2-3711 (A) (1), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Personnel Matters

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

Recommendation:

The acting superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (1) the discussion of personnel matters.

Agenda Report

Date: 10/17/17

Agenda Number: J-2

Attachments: No

From: Larry A. Massie, Acting Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

The Lynchburg City School Board certifies that, in the closed meeting just concluded, nothing was discussed except the matters specifically identified in the motion to convene in a closed meeting and lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

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

Recommendation:

The acting superintendent recommends that the school board approve the Certification of Closed Meeting in accordance with the Code of Virginia §2.2-3712(D).