

**LCS Task Force on the Future of Education  
Talent Management Committee  
Meeting Minutes  
Monday, December 16, 2019, 2 pm**

This meeting of the LCS/Lynchburg City Task Force on the Future of Education in the City Talent Management Committee was held in room 106 of the Central Virginia Governor's School. The meeting began at 2:02 pm.

Committee members in attendance included **Pat Price (Committee Chair), Scott Douglass, Marie Gee, Consuella Woods, Chris Rhoades, and Steve Smith.** Also in attendance were two members of the media.

Committee members not in attendance included **Lea Ingram, Larry Jones, and Gloria Simon.**

**1. Introductions**

Committee members re-introduced themselves and described their relationship to the City of Lynchburg and the Lynchburg City Schools.

**2. Approval of minutes from November 8 meeting**

The minutes from the November 8 meeting were approved.

**3. Update on Committee's Work**

Pat shared that at the last Task Force meeting the Task Force expanded our committee's charge to include all employees, teachers, administrators, and staff.

Pat also noted that the Task Force supported a recommendation from our committee related to collecting information from LCS employees. She noted that the survey results should go directly to a non-LCS individual, perhaps a task force or city contact, to encourage LCS employee participation and candid responses.

While our committee doesn't currently have a copy of the questions from the LCS Culture and Climate Survey, Pat will request those items in order to ensure that there isn't excessive overlap in the two surveys.

Pat reminded the committee that our charge is related specifically to recruitment, retention, training, and support of employees. This committee needs to focus on only those elements and finish our work by November 2020.

**4. Presentation by Scott Douglass on possible survey items for a survey of LCS employees**

Scott shared some specific valid and reliable items from prior surveys of K-12 public school teachers conducted by the National Center for Educational Statistics. The goal was to ensure that committee members had an opportunity to think about which items might be included in our survey.

Committee members discussed the need to try to minimize "survey fatigue." Therefore, the survey should be as short as possible while still addressing the key areas of retention, training, and

support. This is three of the four focus areas, as the committee's work on recruitment will be handled outside of the survey tool and will focus on what is being done in LCS now, what is being done in other localities, and what the committee recommends for LCS to do in the future. One goal mentioned was for the survey to take about 5 to 7 minutes. Committee members also noted that the committee shouldn't ask for information that is not actionable. The need to directly address student academic and behavioral needs and teachers' feelings of efficacy was mentioned several times.

The committee agreed that the survey should be confidential but should include some demographic information by which to disaggregate the data. The committee did not want to ask for school names, but they did support asking for the level of the school (grades Pre-K-5, 6-8, 9-12).

The committee continued this discussion and ended with asking employees to confidentially report the following:

Race and Ethnicity,

Years of Experience (in 3 to 5 year bands),

School Level (Elementary (Pre-K-5), Middle (6-8), High (9-12))

It was suggested that perhaps a separate survey was needed for novice (first or second year) teachers to specifically address the training and support provided to those employees. It was decided to focus on the survey for all teachers first, then see what additional surveys could be designed after.

Scott agreed to make recommendations for items to include in the survey, and he further committed to emailing them to Pat so she can email them with the approved and draft minutes to the committee members next week. This way committee members can review and think about the recommended items prior to the next meeting. When in doubt, Scott will include questions rather than omit them, and the committee can delete them if desired.

Marie noted that the timing for administering the survey should be carefully considered, as it might impact the results.

Pat mentioned that the survey should come from a task force email address rather than an LCS one, and it should be emphasized that the survey will be confidential and no respondent will be identified in any of the reporting.

Chris asked whether he could design a Google form to collect the survey data through his account. The concern is whether this would be in keeping with data collection, storage, and access requirements. Pat will check with the Task Force on this.

Chris also asked if we could include an item or items that relate to the evaluation feedback process and whether that process is helpful to teachers. Scott indicated that there are some items that might work to do this, and he will include them.

## **5. Next Talent Management Committee Meeting**

The committee will meet again on **Friday, January 24, 2020 at 2 pm in room 106 at the Central Virginia Governor's School.**