

**VIRGINIA BOARD OF EDUCATION
RICHMOND CITY SCHOOL BOARD**

MEMORANDUM OF UNDERSTANDING

Statutory Authority

The Standards of Quality (SOQ) require local school boards to maintain *Fully Accredited* schools and to take corrective actions for schools that are not *Fully Accredited*.

Further, the SOQ provides the Board of Education with the authority to seek school division compliance with the SOQ.

§ 22.1.253.13:8 Compliance with SOQ

....When the Board of Education determines that a school division has failed or refused, and continues to fail or refuse, to comply with any such Standard, the Board may petition the circuit court having jurisdiction in the school division to mandate or otherwise enforce compliance with such standard, including the development or implementation of any required corrective action plan that a local school board has failed or refused to develop or implement in a timely manner.

§ 22.1-253.13:3. Standard 3. Accreditation, other standards and evaluation.

...When the Board of Education determines through the school academic review process that the failure of schools within a division to achieve full accreditation status is related to division-level failure to implement the Standards of Quality or other division-level action or inaction, the Board may require a division-level academic review. After the conduct of such review and within the time specified by the Board of Education, each school board shall submit to the Board for approval a corrective action plan, consistent with criteria established by the Board setting forth specific actions and a schedule designed to ensure that schools within its school division achieve full accreditation status. If the Board determines that the proposed corrective action plan is not sufficient to enable all schools within the division to achieve full accreditation, the Board may return the plan to the local school board with directions to submit an amended plan pursuant to Board guidance. Such corrective action plans shall be part of the relevant school division's comprehensive plan pursuant to § 22.1-253.13:6.

Period of Enactment of the Memorandum of Understanding (MOU)

The Memorandum of Understanding (MOU) between the Richmond City School Board and the Virginia Board of Education will be in place until all schools are *Fully Accredited*. The MOU will be subject to annual review and revisions by the Virginia Board of Education.

For purposes of this MOU, the Richmond City School Board and the central office staff will adopt five key priorities and implement corrective action plan essential actions to comply with the five key priorities and the Standards of Quality in order to improve student achievement.

1. Academics and Student Success
2. Leadership and Governance
3. Operations and Support Services
4. Human Resource Leadership
5. Community Relations and Communications

The following are responsibilities of the Virginia Board of Education and Department of Education (VDOE):

The Director of the Office of School Improvement (OSI) will serve as the Superintendent of Public Instruction's designee. OSI staff will be assigned to Richmond City Public Schools to provide on-site support and monitoring of the implementation of the MOU and the corrective action plan.

1. The Director of the Office of School Improvement (OSI) will coordinate with OSI staff, division staff, and other VDOE offices to provide technical assistance in support of the MOU and corrective action plan.
2. The State Superintendent of Public Instruction and the State Board President will meet with the Local Board Chair and any other interested Richmond School Board members at least twice per year to facilitate communication and regular updates. All meetings shall be conducted according to applicable Open Meeting Laws.
3. OSI staff will meet every two months with the Division Superintendent and appropriate staff to review progress in implementing the corrective action plan and to review quarterly data, including but not limited to, the following data points: student attendance, teacher attendance, student discipline reports, student transfer data, student intervention participation and progress by intervention type, number and quality of teacher observations and walkthroughs conducted per month, and local assessment data in English, mathematics, history, and science. OSI staff may request additional data. Feedback on the steps taken by Richmond City Public Schools to implement the essential actions in the corrective action plan will be communicated by OSI staff via a written bi-monthly report provided to the Superintendent of Public Instruction, the Director of the Office of School Improvement, the Division Superintendent and the Richmond City School Board. Specific next steps will be developed as needed.
4. OSI staff will provide administrative oversight over processes, procedures, and strategies that are implemented in support of the MOU and funded by federal and state funds.
 - 4a. OSI staff will review Richmond City School's planned uses of selected local funds and will provide feedback to the Superintendent of Richmond City Public Schools on a quarterly basis. Any concerns resulting from this review and subsequent feedback will be reported to the Director of OSI.
 - 4b. OSI staff, in consultation with the Director of the Office of School Improvement, will review and approve planned uses and actual expenditures of selected state and federal funds. Approval from OSI staff is required before purchase orders or contracts

involving selected state and federal funding can be executed and requests for reimbursements can be made.

5. OSI staff will work closely with school and division personnel to implement instruction aligned to the Standards of Learning. OSI staff will review all recommendations regarding new or modified instructional programs and/or professional development. Recommendations must be submitted to OSI staff no less than 10 business days prior to purchase or submission to the local board for approval. Approval from OSI staff is required before purchase orders or contracts involving state and federal funding can be executed and requests for reimbursements can be made. Any proposed new or modified instructional program must be aligned with the results of a division or school-specific asset mapping exercise.
6. OSI staff will provide administrative oversight over processes, procedures, and strategies that are implemented in support of the MOU, through the corrective action plan, in the areas of human resources, operations and support services, and community relations and communications.
7. Modifications to the Memorandum of Understanding may be made by the Virginia Board of Education as a result of evidence of progress, evidence of lack of progress, or the identification of additional needs. The Richmond City School Board may make suggestions for changes in the MOU for consideration of approval by the Virginia Board of Education.

The following are responsibilities of the Richmond City School Board and Richmond City Public Schools:

1. Should a vacancy occur in the position of Division Superintendent, the Richmond City School Board will provide the Superintendent of Public Instruction and the President of the Virginia Board of Education the names and credentials of its top three finalists to fill a vacancy of Division Superintendent or Interim Superintendent at least 5 business days prior to making an offer to the preferred candidate. The credentials of applicants must include evidence of requisite experience to lead successful school and division turnaround efforts.
2. The Richmond City School Board will direct the Division Superintendent and appropriate staff to meet every two months with the Office of School Improvement to review (1) artifacts that serve as evidence of the implementation of the required actions detailed in the corrective action plan; and (2) quarterly data that serve as evidence of progress made towards the attainment of the goals of the corrective action plan. Data points to be reviewed include, but are not limited to, the following: student attendance, teacher attendance, student discipline reports, student transfer data, student intervention participation and progress by intervention type, number and quality of teacher observations and walkthroughs conducted per month, and local assessment data in English, mathematics, history, and science. OSI staff may request additional data. Feedback on the steps taken by Richmond City Public Schools to implement the essential actions in the corrective action plan will be communicated by OSI staff via a written bi-monthly report provided to the Superintendent of Public Instruction, the Director of the

Office of School Improvement, the Division Superintendent and the Richmond City School Board. Specific next steps will be developed as needed.

3. The Richmond City School Board will direct the Division Superintendent to provide OSI staff documentation on planned uses of local funds. OSI staff, in consultation with the Director of the Office of School Improvement, will review and approve planned uses and actual expenditures of state and federal funds. Approval from OSI staff is required before purchase orders or contracts involving state and federal funding can be executed and requests for reimbursements can be made.
4. The Richmond City School Board will direct the Division Superintendent to consult with OSI staff on all recommendations regarding new or modified instructional programs and/or professional development no less than 10 business days prior to purchase or submission to the local board for approval. Approval from OSI staff is required before purchase orders or contracts involving state and federal funding can be executed and requests for reimbursements can be made. Any proposed new or modified instructional program must be aligned with the results of a division or school-specific asset mapping exercise.
5. The Richmond City School Board will direct the Division Superintendent to consult with OSI staff on processes, procedures, and strategies that are implemented in support of the MOU, through the corrective action plan, in the areas of human resources, operations and support services, and community relations and communications.
6. The Richmond City School Board will approve a corrective action plan for the essential actions identified in the MOU and submit this plan to the Virginia Board of Education for review and approval at a time to be determined by the President of the Virginia Board of Education and Superintendent of Public Instruction. The Richmond City School Board will show evidence that the plan was shared with stakeholders including, but not limited to, teachers, building administrators, central office administrators, parents, community members, and business partners for feedback and this feedback was acted upon in the corrective action plan submitted to the Virginia Board of Education for approval.
7. The Richmond City School Board will direct the Division Superintendent to provide the local board monthly updates on the steps taken to complete the essential actions in the corrective action plan. The agenda and supporting materials will be submitted to the Virginia Department of Education Office of School Improvement on the next business day following the local board monthly update.
8. The Division Superintendent will direct appropriate division staff to participate in OSI required technical assistance and other professional development identified by the Office of School Improvement, when invited, to support the implementation of strategies for improving student achievement in low-performing schools. The Division Superintendent will ensure that appropriate division staff implement with fidelity actions/next steps resulting from all technical assistance provided as a result of the MOU.

9. The Richmond City School Board and the Division Superintendent will appear before the Virginia Board of Education, as requested, to provide reports and answer questions about the implementation of the MOU and the corrective action plan.
10. All members of the Richmond City School Board and the Division Superintendent will participate at a minimum annually in board and superintendent professional development provided by the Virginia School Board Association (VSBA) which focuses on their respective roles and responsibilities for school improvement (or for improving student achievement in challenged schools). The plans for this professional development will be developed by the VSBA and the agenda will receive prior approval from the Director of the Office of School Improvement. Meeting minutes that include the identification of next steps for implementation of the professional development will be sent to the Director of the Office of School Improvement, and will be reviewed at the bi-monthly meetings between the Division Superintendent and the Director of OSI.
11. The Richmond City School Board will permit an OSI-selected representative to meet with the local board as an ex-officio, non-voting, participant should the division fail to have all of its schools *Fully Accredited* by the beginning of the 2025-2026 school year. The OSI selected representative will be expected to attend both public and closed session meetings unless his/her presence in a closed session would result in a conflict of interest.

Additional Consequences for Non-Compliance

Legislation by the 2016 General Assembly provides the Board with the following authority:

If the Board of Education has required a local school board to submit a corrective action plan pursuant to § 22.1-253.13:3, *Code of Virginia*, either for the school division pursuant to a division level review, or for any schools within its division that have been designated as not meeting the standards as approved by the Board of Education, the Superintendent of Public Instruction shall determine and report to the Board of Education whether each such local school board has met its obligation to develop and submit such corrective action plan(s) and is making adequate and timely progress in implementing the plan(s). Additionally, if an academic review process undertaken pursuant to § 22.1-253.13:3, *Code of Virginia*, has identified actions for a local school board to implement, the Superintendent of Public Instruction shall determine and report to the Board of Education whether the local school board has implemented required actions. If the Superintendent certifies that a local school board has failed or refused to meet any of those obligations, the Board of Education shall withhold payment of some or all At-Risk Add-On funds otherwise allocated to the affected division pursuant to this allocation for the pending fiscal year. In determining the amount of At-Risk Add-On funds to be withheld, the Board of Education shall take into consideration the extent to which such funds have already been expended or contractually obligated. The local school board shall be given an opportunity to correct its failure and, if successful in a timely manner, may have some or all of its At-Risk Add-On funds restored at the Board of Education's discretion.

Authorizations

I (We) have reviewed and understand the work required to implement the requirements of the Memorandum of Understanding (MOU) for the purpose of improving student achievement in Richmond City Public Schools.

<p>Printed Name: <u>Dawn C. Page</u></p> <p>Title: Chairperson, Richmond City School Board</p> <p>Signature: <u>Dawn C. Page</u></p> <p>Date: <u>8/16/17</u></p>	<p>Printed Name: <u>THOMAS KRANE</u></p> <p>Title: Superintendent, Richmond City Public Schools</p> <p>Signature: <u>Thomas Krane</u></p> <p>Date: <u>8/16/17</u></p>
<p>Printed Name: _____</p> <p>Title: President, Virginia Board of Education</p> <p>Signature: <u>Paul A. Her</u></p> <p>Date: <u>9/7/17</u></p>	<p>Printed Name: _____</p> <p>Title: Superintendent of Public Instruction</p> <p>Signature: <u>DR. JGA</u></p> <p>Date: <u>9/5/17</u></p>