

MINUTES

The Maggie L. Walker Governor's School for Government & International Studies
Regional School Board Regular Meeting
1000 N. Lombardy Street, Richmond, VA

Thursday, August 17, 2017

9:04 am.

I. Call to Order

John Axelle, Chair of the Maggie L. Walker Governor's School Regional Board, called the meeting to order without a quorum. A quorum was achieved during the Director's Verbal Update portion of this meeting.

II. Moment of Silence

The Chair called for a moment of silence.

III. Pledge of Allegiance

The Regional School Board and visitors recited the pledge of allegiance.

IV. Introductions

Each member is listed in alphabetical order by locality.

Present:

Dr. Javaid Siddiqi, **School Board**, Chesterfield County Public Schools (late arrival)
Mr. John Axelle, **School Board**, Hanover County Public Schools
Mrs. Michelle 'Micky' Ogburn, **School Board**, Henrico County Public Schools
Mrs. Sarah Grier Barber, **School Board**, New Kent Public Schools (late arrival)
Mr. Kenneth Pritchett, **School Board**, Petersburg Public Schools
Mrs. Valarie Ayers, **School Board**, Powhatan County Public Schools
Mr. J. Scott Barlow, **School Board**, Richmond Public Schools
Dr. James Lane, **Superintendent**, Chesterfield County Public Schools
Dr. Jeremy Raley, **Superintendent**, Goochland County Public Schools
Dr. Michael Gill, **Superintendent**, Hanover County Public Schools
Dr. Pat Kinlaw, **Superintendent**, Henrico County Public Schools
Dr. Sheila Bailey for Dr. Melody Hackney, **Superintendent**, Hopewell Public Schools
Dr. David Myers, **Superintendent**, New Kent Public Schools
Dr. Marcus Newsome, **Superintendent**, Petersburg Public Schools
Dr. Eric Jones, **Superintendent**, Powhatan County Public Schools
Mrs. Renee Williams, **Superintendent**, Prince George Public Schools
Dr. Robert Lowerre, **Director**, Maggie L. Walker Governor's School
Mrs. Megan Perez, **Deputy Clerk**, Maggie L. Walker Governor's School
Mrs. Barbara Marshall, **Clerk**, Maggie L. Walker Governor's School

Absent:

Ms. Martha Harris, *School Board*, Charles City Public Schools
Mr. John Wright, *School Board*, Goochland County Public Schools
Mr. Christopher Reber, *School Board*, Hopewell Public Schools
Mrs. Harwood Hall, *School Board*, King & Queen Public Schools
Mr. Reeve Ashcraft, *School Board*, Prince George Public Schools
Dr. David Gaston, **Superintendent**, Charles City Public Schools
Dr. Carol Carter, **Superintendent**, King & Queen Public Schools
Mr. Thomas Krantz, **Interim Superintendent**, Richmond Public Schools

Also present:

Michael ‘Max’ Smith and Dr. Wendy Ellis– MLWGS Administration
Lynn Reed and David Bortz – MLWGS Staff
Eric Lowell – School Advisory Council (SAC)
Suzannah Stora – GS Foundation
Dr. Deborah Marks – Outgoing Hopewell Regional School Board Member

V. Recognitions

Outgoing Distinguished Regional School Board member Dr. Deborah Marks, 2013-2017, was recognized for her service to MLWGS. In her remarks, Dr. Marks thanked the Chair and stated she enjoyed her time on this board. She also noted that during her service on the Hopewell board she was involved in the school system’s decision to rejoin the MLWGS program and felt that was one of her proudest accomplishments.

VI. Public Comments

The Public Information Period shall not exceed thirty (30) minutes. Each speaker will be allotted three (3) minutes to make his/her comments. Individuals representing groups will be allotted five (5) minutes.

None.

VII. Director’s Report

A. Verbal Updates

- **Opening of School by Dr. Robert Lowerre**
 - Staffing – the school was fully staffed with the exception of one resignation that has just come in; however, there is a good lead for a replacement. Approval for the resignation will be requested during the ‘Consent’ portion of this meeting.
 - Financial - Dr. Lewis did an excellent job helping the school clean up its financial practices and we are putting procedures into practice immediately involving purchase approval as well as how the school has dealt with its internal funds. Communication will occur with staff, students and parents about the new procedures. Dr. Lowerre further stated; “I’ve worked with interim people before in different positions, but I’ve never seen anybody like Dr. Lewis that really owned this position and

did the things that you would have expected a full-time director to do even though he was only serving as an interim. I think a lot of times interim folks tend to just want to keep the boat afloat, but he did so much more than that. So I wanted to publicly commend him for leaving me in a great position.”

- Facility Update – Summer Projects. Mr. Max Smith has been instrumental in keeping projects rolling; for example, the green wall inside the board room (#153) and others within the building with school colors that add beautification and are low-cost. The foyer vestibule is in the pipeline and awaiting permits from the City of Richmond. Interior work (wall construction) is underway in the Commons area that will ultimately house high-dollar equipment better than what we have been doing. Windows are being washed and we are working on the curb appeal of the building.
- The Director has met with Department Chairs and members of the School Advisory Council sharing visions and goals and establishing solid lines of communication. Further, Dr. Lowerre stated he has established a student leadership team entitled “The Order of the Basilisk,” by taking the leaders of each class and the student council association with the idea to have a direct pipeline between the director and the students and vice-versa, and to empower the students to take a more active role in the direction their school and community. The Director also attended his first volleyball game for MW and enjoyed meeting parents and students in that informal setting.
- Dr. Lowerre stated the mood on campus is very positive and people seem to be excited about the direction we are going. He added that the community was looking for some stability in this position [director], and with the Board’s support he hopes to provide them that.
- In conclusion, Dr. Lowerre offered his assurance that students sent to MW from our divisions will have an awesome year, and if any board member hears otherwise, let him know immediately and he will make sure we do what we need to do to provide them with the best we possibly can.

B. Coming Events

August 17, 2017, through September 14, 2017 (see page IX.b for details).

- Orientation for New Staff 8-22-2017
- Faculty return 8-23-2017
- Freshmen Orientation 8-28-2017

VIII. Approval of Agenda

On motion by Kenneth Pritchett, seconded by Valarie Ayers, the agenda for this meeting was unanimously approved.

IX. Approval of Minutes

On motion by Valarie Ayers, seconded by Sarah Barber, the minutes of the regular meeting from June 15, 2017, were unanimously approved.

X. Unfinished Business

None.

XI. Consent Items

On motion by Kenneth Pritchett, seconded by Scott Barlow, the following consent items were unanimously approved: personnel action, fiscal status reports May 31, 2017, and June 30, 2017, as well as the donation reports of May 31, 2017, and June 30, 2017.

XII. Action Items

a. Policy and Regulation Proposals

The following vetted policies and regulation are submitted by the Policy Steering Committee for Board approval:

Policy No. 3021 – Homework

Regulation No. 3021.1 – Homework Guidelines

Policy No. 4045 – Student Records Amended

Policy No. 4046 – Student Transcripts

Policy No. 5022 – Suspension of Staff Members Amended

On motion by Micky Ogburn, seconded by Sarah Barber, the proposals noted above on policy and regulation were unanimously approved.

b. Annual Certification of the MLWGS Crisis Plan 2017-2018

On motion by Valarie Ayers, seconded by Micky Ogburn, the Board unanimously approved updates to the adopted MLWGS Crisis Plan for certification to the Department of Criminal Justice Services (DCJS) by August 31, 2017.

c. Annual DOE Authorization of Signatures for 2017

The Director recommended authorization of Dr. Wendy Ellis as the necessary designee signature to be utilized in the absence of the Director for the Virginia Department of Education through August 31, 2018.

On motion by Micky Ogburn, seconded by Javaid Siddiqi, VDOE signature authorization for Wendy Ellis in the absence of the Director was unanimously approved.

XIII. Materials for Board Review and/or Discussion

a. Policy, Procedure & Regulation Proposals

The following were submitted by the Policy Steering Committee for RSB review:

Pol 1001 - Conflict of Interest *Amended* (includes February & May VSBA updates)

Pol 1013 - Notification of Regional School Board Meetings *Amended*

Pol 1014 - Closed Meetings *Amended*

Pol 1015 - Calling and Certification of Closed Meetings *Amended*

Pol 1018 - Agenda Preparation and Dissemination *Amended*

Pol 1019 - Minutes *Amended*

Pol 1022 - Regular School Board Meetings *Amended*

Pol 1023 - Special School Board Meetings (new policy)
Reg 1030.R1- Regulation, Admission of Students (new policy from admissions handbook)
Pol 1033 - Homeless Children (new policy)
Proc 1070 - Procedure Related to International Travel *Amended* (staff title changes only)
Pol 2019 - Personnel Training Viral Infections (new policy)
Pol 2070 - Internet Privacy (new policy)
Pol 3011 - School Counseling Program *Amended*
Pol 3013 - Driver Education *Amended*
Pol 3014 - Family Life Education (new policy)
Pol 3016 - Advanced Placement and Dual Enrollment Classes *Amended*
Pol 3018 - Acceleration (new policy)
Pol 3035 - Parent & Family Engagement (new policy)
Pol 3036 - Community Resource Persons/School Volunteers (new policy)
Pol 4001 - Bus Transportation Services *Amended*
Pol 4002 - School Bus Safety Program (new policy)
Pol 4019 - Student Health Services (new policy)
Proc 4030-P - Procedure for Student Organization Activities *Amended*
Pol 4045 - Student Records *Amended* (staff title changes only)
Pol 4071 - School Service Providers' Use of Student Personal Information (new policy)
Pol 4095 - Administration of Medicines to Students *Amended*
Pol 5000 - Personnel Policies Goal *Amended*
Pol 5002 - School Personnel Conflict of Interest (new policy)
Pol 5004 - Professional Staff *Amended*
Pol 5006 - Evaluation of Professional Staff *Amended* (staff title changes only)
Pol 5011 - Prohibition Against Harassment & Retaliation-Employee *Amended* (staff title changes only)
Pol 5012 - Equal Employment Opportunity/Nondiscrimination-Employee *Amended* (staff title changes only)
Pol 5020 - Professional Staff Discipline *Amended*
Pol 5021 - Professional Staff Grievances *Amended*
Pol 5050.1 - Voluntary Retirement Savings Programs (new policy)
Proc 5075-P - Child Abuse and Neglect Reporting Follow-up *Amended* (staff title changes only)
Pol 5089 - Staff Weapons in School *Amended*
Pol 6000 - Request for Information *Amended*
Pol 6000.1 - FOIA Rights and Responsibilities (new policy)
Pol 6010.1 - Community Use of School Facilities (new policy)
Pol 7006 - Free and Reduced Price Food Service *Amended*
Reg 7006-R - MLWGS Meal Credit Program *Amended* (staff title changes and updated application form)
Pol 7018 - Vendor Relations (new policy)
Pol 8000 - Prohibition Against Harassment - Student *Amended* (staff title changes only)
Pol 8001 - Equal Educational Opportunities/Nondiscrimination-Student *Amended* (staff title changes only)
Pol 8009 - Student Conduct on Buses (new policy)
Pol 8010 - Student Absences/Excuses/Dismissals *Amended*
Pol 8013 - Disciplining Students with Disabilities (new policy)

With RSB review, approval will be requested at the September 14, 2017, meeting of the Regional School Board.

Mrs. Ayers reminded Board members to review draft proposals, even though there are a lot, as it is important work.

b. Discussion: Regional School Board Meeting Schedule

The Chair stated that Board discussion from its April retreat concluded with this Board, going forward, meeting six times per year as opposed to the current eleven meeting schedule to conduct the business of MLWGS. Dr. Lowerre asked that if the Board chooses to go in this direction, they give the policy committee an opportunity to modify some policies for certain items that cannot typically wait for sixty days (ex: international trip approval), and the school would need some mechanism to be able to tentatively approve items. Current policy is structured toward monthly meetings so administration the flexibility to allow the full Board to approve retroactively.

Mrs. Barber added that retreat discussion also supported the idea of forming an executive committee that could also conduct the business of MW, to which Mrs. Ayers added she supported this concept. The Chair called for discussion, with Dr. Siddiqi voicing no objection but questioned if this committee would have any voting power, or could we open the board bylaws up for electronic voting in unique situations. Dr. Jones added that Virginia Code prohibits electronic voting other than in a quorum situation allowing a missing member to vote electronically, and then only twice per year. Dr. Siddiqi followed with a question as to the authority of an executive committee with Mrs. Barber responding it defeats the purpose if the committee doesn't have voting authority. Mrs. Ayers added voting authority would apply to limited issues, such as international trips.

Dr. Newsome offered that many of our boards already have sub-committees that represent them (ex: discipline committees) and the board designates the representation for the entire board that takes action on their behalf. He added that Appomattox Regional Governor's School has an executive committee that executes some of the matters we are discussing today, so this concept is not unprecedented.

In conclusion, the Chair summarized the consensus of this Board is the addition of an executive committee with defined parameters for policy revision. The boards' meeting schedule will be addressed as a separate item. Mrs. Ayers added that parents and staff are also members of the policy committee, and it was stated has a concern that we are telling the MW community with six meetings, we are not interested enough in this school to have monthly meetings like we do with our home boards, but in current policy it does state that the Chair can call an emergency meeting.

The Board will meet as previously scheduled September 14, 2017 meeting.

c. 2017-2018 School Operating Calendar

MLWGS is requesting minor revisions to the 2017-2018 school calendar approved in May 2017. These changes are done to better accommodate a variety of stakeholders. The revisions include exam period schedules, adjusted early dismissal times, movement of testing windows, and a plan for a 5th snow day. This will better position us to support our students, faculty, and operations.

With RSB review, approval will be requested at the September 14, 2017, meeting of the Regional School Board.

d. 5-Year Capital Plans, Facility and Technology

Mr. Max Smith recapped the Capital Plans previewed at the RSB meeting in June and was available for follow-up questions. He stated, “passage of the ‘Capital Plans’ will maintain vital systems and infrastructure at MLWGS while ensuring the continued support of our Strategic plan.”

With sixteen years in this facility, many systems are near the end of life so Dr. Lewis asked for a comprehensive plan that addresses both facility and technology. Mr. Smith briefly reviewed the June presentation again for new board members and as the first formal read for the Board. Mr. Smith explained the overview presentation portion provides the focus for why this capital plan was created and what it will do for the school going into the future. One area that a lot of work went into was leveling out projections in order to create a system that did not suffer from peaks and valleys in spending. In the technology plan, the same rules as were used in the facility projections were used and figures were rounded to the nearest five thousand with leveling projections out over five years.

As Dr. Lewis was fond of reminding us, “this is the cost of doing business at MW.” Opening in 2001, many systems have not been updated since and many are near the end of life. This proposal aligns with the 5-year strategic plan in addressing some critical and vital needs here and some pieces of the recent VDOE audit to address technology improvements and become more 21st century as well as to support a first-rate physical building for the students.

Funding: the recommendation of the Finance Committee was to use the year-end balance and transfer it into the capital improvement plan by creating an expense item in the operational budget to be used specifically for this purpose and in the future to support a dedicated new stream with additional state dollars resulting from the funding formula revision in the next biennium. This proposal does not ask the localities for any new dollars.

The pilot program that is being rolled out this fall is not included in these projections as it is a true pilot and will be evaluated going forward. If the school goes forward, implementation would be built into FY19 and would be separate and above this particular capital plan.

Dr. Lewis also asked that we address sick and vacation accrual liabilities currently at approximately \$500,000 and currently operationalize with \$29,000 in order to address on a yearly basis, but this liability is also not included in the capital plan proposal.

With RSB review, approval will be requested at the September 14, 2017, meeting of the Regional School Board.

Mr. Barlow asked what the costs of the 1:1 would look like in 2019, and Mr. Bortz responded it depends on what device is selected, we are sampling three devices with three different price points, \$400, \$600 and \$1,000 and would be multiplied by whatever discount we could get on a state contract by the number of students. Mr. Bortz added we anticipate the first year would include the freshmen and sophomore classes or around 380 devices. Additional costs might occur with whatever device management solution is selected. Mr. Smith added we will be doing everything we can to bring pricing down through programs such as eRate and eVa.

Dr. Raley questioned \$51,000 for water fountains asking what the issue was for this equipment. Mr. Smith answered the equipment were installed in 2001 and most are rated at a 10-year refresh so they are well beyond useful life. Dr. Raley asked if the school was experiencing breakdowns with the equipment to which Mr. Smith shared that last summer one unit sprung a leak overnight and put about an inch of

water into the cafeteria. Mr. Smith added we are trying to be proactive by installing equipment in areas that get the most usage.

Mrs. Barber asked if the students that bring their own devices will be blended into the 1:1 initiative or are we planning to provide every student a device. Mr. Smith said that was still under discussion and review with Mr. Bortz adding we haven't yet determined what that will look like. There may be a combination of BYOD [bring your own device] solution along with providing some resources for broadband access at home for students who do not have that.

Dr. Jones asked about track repair at \$61,833 for four consecutive years and how these figures were determined. Mr. Smith responded that the overall costs were broken down over four years, so money would accumulate over that period in order to pay for the full amount. If the full track repair was incurred in one year it would create a significant spike.

The Chair thanked Mr. Smith and his team for their work on this presentation.

e. Interdisciplinary Trip Proposal: Reykjavik, Iceland 2018

This international trip to Iceland supports the mission of MLWGS in the following ways: **History** – students will tour the capital city of Reykjavik where they will see a 9th century Viking settlement, a 10th century long house, historic homes and churches, and the colorful old quarter. Students will also visit Iceland's first National Park, Thingvillir, which was also the site of Parliament from 930 to 1789 C.E. **Culture** – students will spend six days immersed in the unique culture of Iceland and will visit diverse communities. **Earth Science** – students will explore the geologic features associated with a divergent tectonic plate boundary. **Ecology** – student will be exposed to the ecosystems and lifeforms associated with the unique land form of the island. **Engineering** – students will see how Icelandic people use geothermal energy. **Language** – students will spend six days in a country where English is not most people's first language.

Quoted Price: \$3,049

With RSB review, approval will be requested at the September 14, 2017, meeting of the Regional School Board.

f. Interdisciplinary Trip Proposal: Paris, France 2018

Mrs. Franson first proposed this trip to the RSB in November 2015 and is resubmitting for spring 2018. The trip will include travel and homestay experiences in France. Students will experience the culture and language of France and life within a French family. Students will also experience school life in France.

This trip is an extension of MLWGS student classroom experience.

Quoted Price: \$2,259

With RSB review, approval will be requested at the September 14, 2017, meeting of the Regional School Board.

XIV. Information Items

- Virginia Living ‘State of Education 2017’ issue recognizes MLWGS (October).

XV. Superintendent’s Steering Committee Report

Dr. Gill reported the committee met this morning with nine superintendents and Dr. Lowerre and there was an extensive review of items presented in this meeting. Dr. Lowerre demonstrated a commitment to getting to know students and staff and advisory committees.

The superintendents are in unanimous agreement of a six-meeting schedule with special meetings being called by the Chair.

XVI. Closed Meeting

None.

XVII. Certification of Closed Meeting and Any Action Taken if Necessary as a Result of Closed Meeting

None.

XVIII. Announcements/Additional Discussion

Dr. Jones commended Dr. Loving and the school counseling staff for their senior college boot camp and shared that it was a terrific program.

XIX. Adjournment

On motion by Sarah Barber, seconded by Javaid Siddiqi, this meeting was unanimously adjourned at 10:40 am.

Next Meeting

September 14, 2017, at 9:00 am. MLWGS, 1000 N. Lombardy St., Room 153, Richmond, VA 23220. 804-354-6800 x 2190.

John Axselle III, Chairman

Dr. Robert C. Lowerre, Ph.D.
Director

Minutes Recorded by:
Barbara Marshall, Regional Board Clerk