

MINUTES

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

Thursday, February 18, 2016

9:17 a.m.

I. Call to Order

John Axselle, Chairman of the Maggie L. Walker Governor's School Regional Board, called the meeting to order.

II. Moment of Silence

The Chairman called for a moment of silence.

III. Pledge of Allegiance

John Metz ('16-Richmond), led the pledge of allegiance.

IV. Introductions

Each Board member introduced him or herself and stated their locality (listed in alphabetical order by locality).

Present:

Ms. Martha Harris, *School Board*, Charles City Public Schools
Dr. Javaid Siddiqi, *School Board*, Chesterfield County Public Schools
Mr. John Wright, *School Board*, Goochland County Public Schools
Mr. John Axselle, *School Board*, Hanover County Public Schools
Mrs. Michelle 'Micky' Ogburn, *School Board*, Henrico County Public Schools
Dr. Deborah Marks, *School Board*, Hopewell Public Schools
Mrs. Sarah Grier Barber, *School Board*, New Kent Public Schools
Mr. Kenneth Pritchett, *School Board*, Petersburg Public Schools
Mrs. Valarie Ayers, *School Board*, Powhatan County Public Schools
Dr. David Gaston, **Superintendent**, Charles City Public Schools
Dr. Marcus Newsome, **Superintendent**, Chesterfield County Public Schools
Dr. James Lane, **Superintendent**, Goochland County Public Schools
Dr. Michael Gill, **Superintendent**, Hanover County Public Schools
Dr. Pat Kinlaw, **Superintendent**, Henrico County Public Schools
Dr. Sheila Bailey, Director, for Dr. Melody Hackney, **Superintendent**, Hopewell Public Schools
Dr. Eric Jones, **Superintendent**, Powhatan County Public Schools
Mrs. Renee Williams, **Superintendent**, Prince George Public Schools
Dr. Jeff McGee, **Director**, Maggie L. Walker Governor's School
Mrs. Barbara Marshall, **Clerk**, Maggie L. Walker Governor's School
Mrs. Megan Perez, **Deputy Clerk**, Maggie L. Walker Governor's School

Absent:

TBD, *School Board*, King & Queen Public Schools
Mr. Reeve Ashcraft, *School Board*, Prince George Public Schools
Ms. Kimberly Gray, *School Board*, Richmond Public Schools
Dr. Carol Carter, **Superintendent**, King & Queen Public Schools
Dr. David Myers, **Superintendent**, New Kent Public Schools
Dr. Linda Shifflette, **Interim Superintendent**, Petersburg Public Schools
Dr. Dana Bedden, **Superintendent**, Richmond Public Schools

Also present:

Phil Tharp and Dr. Wendy Ellis– MLWGS Administration
Wendy DeGroat, Christine Anderson, Lisa Williams, Anna Shore, Max Smith, Dawn Grois
and Deborah Snagg – MLWGS Staff
Laura Lewis and Marianne Macon – GS Foundation
Anne Hayes – PTSA Advocacy Committee
Sydney Bland – Alumni Parent
Orrie Gaines – Orrie Gaines Photography
María Rosa Castiglia – visiting middle and high school principal, Public School #48,
Montevideo, Uruguay and Fulbright Scholar
John Metz ('16–Richmond), Reshini Premaratne ('16–Henrico), Zoe Nelson ('16–
Chesterfield), Michael Benos ('16–Chesterfield), Lori Horning ('16–Chesterfield), Dolan
Edinboro ('16–Henrico), Nathan Berry ('16–Chesterfield), Caroline Meek ('16–Richmond), and
Carson Watlington ('16–Richmond) - students

V. Approval of Agenda

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

VI. Approval of Minutes

On motion by Valarie Ayers, seconded by Deborah Marks, minutes for the reorganization meeting and budget work session of January 21, 2016, were unanimously approved.

VII. Recognitions

- Congratulations **Dr. James Lane, Region 1 Superintendent of the Year.**
- February is **School Board Appreciation Month.**
- **GSMUN XIX, March 11-12, 2016**, presented by faculty sponsor Michael 'Max' Smith and student officers John Metz, Zoe Nelson and Reshini Premaratne. GSMUN expects to bring together delegates from 30+ schools across Virginia and Maryland with over 600 middle and high school students debating policy issues. The theme of this year's conference is 'Wake the Nations' and will feature former Australian Prime Minister Julia

Gillard as keynote speaker. One Hundred Pounds of Hope is the charity GSMUN XIX has chosen to support.

VIII. 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.

Orrie Gaines was signed up to speak representing Orrie Gaines Photography, but informed his remarks would be considered a conflict of interest as solicitation during procurement, and asked to withdraw; to which Mr. Gaines complied.

IX. Director's Report

A. Verbal Updates

- Dr. McGee recognized *Ms. María Rosa Castiglia* from Uruguay, here at Maggie Walker for her second week under a teacher exchange program.
- Game of Dragons: *Night of the Dragon Auction 2016*, February 27, 2016, sponsored by the PTSA.
- *MLWGS International Language Fair for Middle Schoolers*, March 19, 2016. A brief overview was presented by faculty sponsor Mrs. Dawn Grois and student officers Caroline Meek and Carson Watlington. Each board member was provided an invitation for their division middle school teachers and students to attend. Ms. Watlington stated; "our real mission is to provide the opportunity for middle schoolers in your counties to come, and hopefully we can help foster a love of foreign language and interest in foreign culture."
- *Science Day*, managed by the MLWGS Science National Honor Society, whose representative's spoke briefly about this annual event. New this year will feature activities conducted at participating division schools over multiple weekends and not at MLWGS. Faculty sponsor Mrs. Anna Shore, along with student officers Michael Benos, Lori Horning, Dolan Edinboro, and Nathan Berry explained this day provides students who are interested in multiple areas of science hands-on activities and exposure to advanced laboratory techniques. Mrs. Shore stated this change is an attempt to address the needs of our communities and instill an interest in science at a much younger age than middle school and broadening our impact. Mr. Benos reiterated what Mrs. Shore had stated, adding, this an attempt to hone in our outreach while targeting individual schools. The first Science Day will be on February 26th in RPS at Oak Grove Elementary School, a Title 1 school, which also has a YMCA program that works with at-risk students. Student volunteers from MLWGS will be doing a presentation and conducting experiments; however, their first goal of their first Science Day outreach is to target students that have never had this sort of opportunity and to be able to get them interested in STEM at an early age. Michael added; 'We are excited to do this work.' Ms. Horning added the society is looking forward to expanding this program beyond the boundaries of Richmond and

opening it up to more elementary students in Title 1 schools as they weren't the ones that attended in previous years.

- ***Snow Closing Update:*** adjustments were made to the calendar due to closings and previously scheduled exams were canceled. Missed days due to snow were Friday, January 22nd, Monday, January 25th, Tuesday, January 26th and Wednesday, January 27th.
- ***Class of 2016 has seven Presidential Scholar Nominees:*** Elizabeth Hayes (Henrico), Connor Headley (Henrico), Sreekar Kandlakunta (Henrico), Jacob Morris (Chesterfield), Reshini Premaratne (Henrico), Elijah Trexler (Chesterfield) and Camille Yoke (Chesterfield).
- Spring drama presents *Urinetown, The Musical* on March 3, 4 and 5, 2016.

B. Coming Events

February 18, 2016 through March 17, 2016 (see page IX.b for details)

X. Unfinished Business

None

XI. Action Items

a. Custodial Management Services FY17 Contract

Three companies presented bids for Custodial Management. The bids were reviewed and the lowest bidder, Snow's Professional Cleaning, was contacted. Site visits were made on two of three references provided and voice contact was made with the property manager of the third. All three references highly recommended Snow's. Mr. Gene Roland, Facility Manager, and Phil Tharp reviewed Snow's plan and feel this company will provide the necessary cleaning and support needed.

Director McGee recommends the Regional School Board approve a contract to Snow's Professional Cleaning in the amount of \$115,000 in the first year of a four-year agreement.

On a motion from Valarie Ayers, seconded by Deborah Marks, a four-year contract with Snow's Professional Cleaning was unanimously approved.

b. Personnel

The Director recommends approval of the personnel actions listed on item XI.b – Folder B (exempt folder).

On motion by Deborah Marks, seconded by Mickey Ogburn, the Board approved personnel actions requested.

XII. Materials for Board Review and/or Discussion

a. Policy, Procedure and Form Proposals

The following are submitted from the Policy Steering Committee for Board review:

Procedure No. 1070-Procedures Related to International Travel *Amended*

Policy No. 3009-Testing Programs

Policy No. 5001-Personnel Records *Amended*

Policy No. 6013-Public Complaints About Learning Resources

Form No. 6013.1-Request for Reconsideration of Learning Resources

Policy No. 7003.2-Financial Accounting

Mrs. Ayers reminded board members, as their representative on this committee, to review policy proposals prior to approval. The Chairman thanked Mrs. Ayers for her valuable service on this committee, to which she humbly stated, ‘this service required a group effort.’ The Chairman then asked if MLWGS was current/complete on its adopted policies; however, Mrs. Ayers replied we will never be finished, it’s always a moving target with updates from VSBA.

Proposed policies are grounded in model policies of the Virginia School Board Association. Approval will be requested at the March 17, 2016, meeting of the Regional School Board.

b. New Course Proposals for 2016-2017

The following (2) course offerings for 2016-2017 were provided for board consideration: World Literature and Composition I, Honors and Plus Levels, and Gender, Politics, and Consumerism in a Global Context (VCU Intl 368-Women & Global Politics/VCU Intl 203-Cultural Texts & Contexts: Gender & Consumer Culture).

The process followed for consideration is: the course is originated in the departments with the teacher(s) and undergoes a review process, the administration and leadership teams consider them, and finally, they go to the Planning Committee for vetting prior to coming to the Regional School Board.

The Director will request approval for these courses at the March 17, 2016, meeting of the Regional School Board.

c. FY17 Operating Budget Proposal

In January Dr. McGee reviewed a Director’s Estimate of Needs proposal for the Board. Since that time, he stated, “we [MLWGS] have continued to grow and develop the budget.”

Revenue is now broken out to show the amount of tuition paid by each school district based on their number of slots. Receipts from the free lunch program and building rental fees are now listed that were previously only credited to expense areas; however, to bring the school in line with best practices will be populated into revenue. Dual enrollment fees

paid by parents will also be populated into revenues, then transferred to the operating budget. Total revenue for FY17 equals \$8,254,361.

Expenditure projections were presented in BudGen [*Budget Generator*] and augmented with a snapshot spreadsheet to provide expenditures context relating to the strategic plan and how enrollment has grown along with tuition growth or contraction. Today's report for review includes an 'Actual FY15' column, 'Adopted FY16' column, 'Proposed FY17' column, and 'Change' column. One change that is significant in this version versus the January statement is in the calculation for FICA where we discovered an error in the settings of BudGen during installation. In this current statement, Object Code 5331, projects \$628,924 for FY17 proposed; in January [*budget work session*] that amount was listed as \$426,750. Only slight changes impacted other object codes with the exception of 5419, Contract for Custodial, the difference from \$119,900 from contract award of \$115,000 [*\$4,900*] is for additional services incurred by an event activity (ex: regional partner using facility with no changes). Mrs. Ayers questioned why custodial was listed twice, the second being object code 5191. Dr. McGee replied 5191 is school maintenance personnel.

Continuing, the Director pointed to the fund reserve balance, noting in this proposal reserve funding is not accessed for track improvement as previously discussed and calculated, and this work will now be covered by operational funding. Looking forward to FY18, the VRS rate will increase to 16.32 from 14.66, and the VRS group life rate will also increase significantly. Combined, these rate changes are currently estimated to cost approximately \$110,000 in new revenue. To provide salary and benefits increases moving forward, we deem it may not be prudent to use reserve funds now for a recurring item.

Total expenditures are \$8,254,361.

Concluding with the 15-Year Capital Plan review, Dr. McGee highlighted the change in fund reserve balance in FY17 that reflects not using funds for track resurfacing, allowing this fund to remain more robust. Tech infrastructure upgrades will still be implemented as planned. HVAC needs were recently evaluated by a Trane Engineer who provided an estimate for replacement of 430 total tons at \$1,700/ton installed. The Director recommends budgeting for this need over time with adjustments for inflation.

XIII. Information Items

- Finance Steering Committee Minutes, February 4, 2016
- School Photography Contract

- We the People team Wins its 18th State Crown
- 2015-2016 Scholastic Art Winners: 71 Awards
- 2015-2016 Scholastic Writing Winners: 17 Awards
- Walker Model Congress Conference February 12-13, 2016
- College Kick-Off for Juniors, February 9, 2016
- Mindfulness for Students

- MLWGS Senior Recognized in Virginia’s Top Two Youth Volunteers Selected in 21st Annual National Awards Program
- 2016 Maggie Walker (HS) Hall of Fame Inductees
- MWHHS Welcomed into the NFL Super Bowl High School Honor Roll with letter from Commissioner Roger Goodell
- Coach Jim Holdren and Coach Deborah Snagg Inducted into the TJ Hall of Fame
- Faculty Member Mike White Attends AATSEEL Conference

Mr. Tharp asked for a point of clarification on the photography contract, stating he was unsure how to proceed. He added that a committee reviewed all bids and went through the selection process to make a recommendation; does the Board desire the committee to re-interview vendors? Is the process to be re-opened? Dr. McGee asked if there was any new information that vendors could offer the committee for consideration, adding he wasn’t sure if that was the case. Mr. Tharp spoke to the process followed; an RFP was posted and all vendors had an opportunity to present their packages and submit requested documentation. The original RFP proposal was reviewed and edited by Mr. Tharp, Ms. Paige Hawkins, Activities Director, and Mr. Michael White, Yearbook Sponsor. The committee received proposals from five different companies, all were reviewed and ranked, and all were given the opportunity, if they so desired, to speak to any of these vendors; however, they did not feel the need to do that and a selection was made. Ms. Ogburn asked if this is the process that has been followed in the past, to which Mr. Tharp replied it was and frankly the vendor that was selected is not the current vendor. She followed with, ‘so if you open it up to additional vendors at this point that would be varying from what you have done in the past, correct?’ Mr. Tharp responded, “yes, and we put a close on that opportunity. To do that [*now*], essentially we are saying we want you to rebid.” Dr. McGee asked what platform Mr. Gaines used to attempt to talk to the Board? Mr. Tharp responded he came yesterday and asked to be able to speak to the Board and I referred him to Mrs. Marshall.

The Chair concluded this conversation by adding that the gentleman [*Orrie Gaines*] must have misunderstood, but with no objections from other Board members, acknowledged that procedures and the procurement process were followed. This discussion does not mean the Board desires the committee to re-open the bidding process.

Dr. Lane suggested Dr. McGee relay to the vendor that as no School Board funds are being used because students pay for their pictures, it is not germane for the Board to hear.

[Ref: Regulation No. 1024-R, Protocol Guidelines: Speakers appearing before the Regional School Board will not be allowed to campaign for public office, promote private business ventures, engage in personal attacks of anyone, or use profanity or vulgar language.]

XIV. Superintendent’s Steering Committee Report

Dr. Newsome stated the committee met prior to this meeting and discussed today’s budget update the Board heard from the Director. The committee is pleased with the direction this

new level of reinvestment is going; however, we are mindful that this proposed plan still does not get the school back to pre-recession levels. The committee also had a conversation about looking beyond this budgeting process and perhaps engage in long-term budgeting and CIP.

A brief follow-up discussion occurred concerning graduation regalia and the committee agreed this is a decision that is up to the school administration, we believe this is the appropriate place for that conversation and the decision rests with the Director.

Lastly, Dr. Newsome represented the committee at Dr. Mary Frances Berry's presentation on February 12th at MLWGS and stated he was impressed with how engaged the student body was with her lecture.

XV. Closed Meeting

None

XVI. Certification of Closed Meeting

None

XVII. Announcements/Additional Discussion

None

XVIII. Adjournment

On motion by Deborah Marks, seconded by Micky Ogburn, the meeting was unanimously adjourned.

Next Meeting

March 17, 2016, at 9:00 am. MLWGS, 1000 N. Lombardy St., Room 153, Richmond, VA 23220. 804-354-6800 x2190.

John Axselle III, Chairman

Jeffrey McGee, Ph.D., Director

Minutes Recorded by:
Barbara Marshall, Regional Board Clerk