

## MINUTES

The Maggie L. Walker Governor's School for Government & International Studies  
Regional School Board Regular Meeting & FY19 Budget Work Session  
1000 N. Lombardy Street, Richmond, VA

**Thursday, February 15, 2018**

**9:00 a.m.**

### **I. Call to Order**

Sarah Barber, Chair of the Maggie L. Walker Governor's School Regional Board, called the meeting to order.

### **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:**

Ms. Martha Harris, *School Board*, Charles City 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  
Mrs. Harwood Hall, *School Board*, King & Queen 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  
Mr. Rob Eley, *School Board*, Prince George Public Schools  
Dr. David Gaston, **Superintendent**, Charles City Public Schools  
Dr. Thomas Taylor for Dr. James Lane, **Superintendent**, Chesterfield County Public Schools  
Dr. Steve Geyer for 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. Robert Lowerre **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:**

Dr. Javaid Siddiqi, *School Board*, Chesterfield County Public Schools

Mr. Christopher Reber, *School Board*, Hopewell Public Schools  
Mr. J. Scott Barlow, *School Board*, Richmond Public Schools  
Dr. Carol Carter, **Superintendent**, King & Queen Public Schools  
Dr. Eric Jones, **Superintendent**, Powhatan County Public Schools  
Mrs. Renee Williams, **Superintendent**, Prince George Public Schools  
Mr. Jason Kamras, **Superintendent**, Richmond Public Schools

**Also present:**

Michael 'Max' Smith and Dr. Wendy Ellis– MLWGS Administration  
Lynn Reed, Wendy DeGroat and David Bortz – MLWGS Staff  
Suzannah Stora – GS Foundation  
Eric Lowell – School Advisory Council  
Priya Singh ('18-Chesterfield) - Student

**V. Approval of Agenda**

On motion by John Wright, seconded by Micky Ogburn, the agenda for this meeting was unanimously approved.

**VI. Approval of Minutes**

On motion by John Wright, seconded by Valarie Ayers, the minutes for the reorganizational meeting of January 25, 2018, were unanimously approved.

**VII. Recognitions**

Board member John Axselle was recognized for his prior two years of service as Chair of the Regional School Board. Mr. Axselle thanked everyone stating it was a pleasure working with this board in a common cause for the students.

Rashad Seaborne ('21-Petersburg) was recognized for winning the 2018 Strong Men & Women in Virginia History Student Essay Contest sponsored by the Library of Virginia and Dominion Energy with his paper on Ms. Mavis Claytor-Ford (Nurse and Administrator). Rashad won a \$1,000 school award in addition to a personal MacBook.

**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.

There were no public comments.

**IX. Director's Report**

**A. Verbal Updates**

- **(9) Presidential Scholar Candidates from the Class of 2018.** The U.S. Presidential Scholars Program was established in 1964, by executive order of the President, to recognize and honor some of our nation's most distinguished graduating high school seniors. In 1979, the program was extended to recognize students who demonstrate exceptional talent in the visual, creative and performing arts. In 2015, the program was again extended to recognize students who demonstrate ability and accomplishment in career and technical education fields. Each year, up to 161 students are named as Presidential Scholars, one of the nation's highest honors for high school students.
  - Julia N. Ball (Henrico)
  - Katherine G. Brickley (Henrico)
  - Ehtan Choo (Chesterfield)
  - Andrew J. Datovech (Hanover)
  - Jennifer S. Glazier (Chesterfield)
  - Benjamin Hazelton (Henrico)
  - Autumn G. Hughes (Chesterfield)
  - Catherine Qian (Henrico)
  - Nathan Taminger (Chesterfield)
  
- **Snow Closings Update: Day 6 Make-up Plan.** Max Smith has reached out to some of Walker's participating districts and has recalculated the total hours of the school year in a different way for MLWGS. Mr. Smith found that we are just over the 990-hour threshold required. Therefore, MW is withdrawing its request to the counties for extended days. If no other weather events occur this winter, we should be fine to proceed with our original calendar.
  
- **Capitol Day Update, Monday, February 5.** Originally, forty of our students were scheduled to attend; however, the Richmond area experienced a weather event that morning (icing) that prohibited our attendance. We are attempting to reschedule.
  
- **MW Drama Presents Monty Python's Spamalot, March 1-3, 2018, 7:00pm.**

*Monty Python's Spamalot* is a musical comedy adapted from the 1975 film *Monty Python and the Holy Grail* (adapted for high school performances). Like the motion picture, it is a highly irreverent parody of the Arthurian Legend, but it differs from the film in many ways. The original 2005 Broadway production, directed by Mike Nichols, won three Tony Awards, including the Tony Award for Best Musical, and received 14 Tony Award nominations.

*Cr: Wikipedia*

- **MLWGS International Language Fair for Middle Schoolers, March 10, 2018**

Similar to our previous International Language Fairs, the eighth fair will have a welcome ceremony, a variety of workshops led and designed by Maggie Walker students before and after a lunch break, a closing ceremony, and an international dessert sampling. Students will choose one language of interest, which will be taken into consideration when assigning workshops and to expose students to all languages, other workshops will be assigned via lottery. Pizza will be provided for students during lunch. Workshops will incorporate the following languages: Chinese (Mandarin), Japanese, French, Italian, Spanish, Latin, German, Russian, American Sign Language, and Arabic.

- **PTSA Invitation to Night of the Dragon** March 10, 2018, 6:00 pm at the Hilton Richmond Hotel and Spa at Short Pump.

**B. Coming Events**

February 15, 2018 through March 15, 2018<sup>7</sup> (see page IX.b for details).

**C. Walker Model Congress Conference at MLWGS presented by Priya Singh ('18-Chesterfield)**

Walker Model Congress is a unique learning experience in which middle and high school students model the United States' legislative process. Students engage in meaningful debate on issues prevalent in our country today, draft their own legislation pertaining to modern issues, and debate in committee. Furthermore, by engaging in debate with their counterparts, students develop and refine their speaking skills and increase their abilities in quick thinking, reasoning, and teamwork.

The seventh Walker Model Congress will be held February 16-17 at MLWGS. Proceeds from the conference will benefit Health Brigade (formerly the Fan Free Clinic), a local charity.

Donald McEachin, US Representative from Virginia's 4<sup>th</sup> District will be speaking on February 17th.

**X. Unfinished Business**

None.

**XI. Consent Items**

On motion by Micky Ogburn, seconded by John Wright, the following consent items were unanimously approved: personnel actions, fiscal status reports of December 31, 2017, and the donations report of December 31, 2017.

**XII. Action Items**

**a. Policy Proposal**

The following were submitted from the Policy Steering Committee to the Board for second read and approval:

Policy No. 7006 – Free and Reduced Food Services *Amended*  
Regulation No. 7006-R – School Meal Credit Program *Amended*

Both proposals add free breakfast for qualifying students.

Proposed policy is grounded in model policy of the Virginia School Board Association.

On a motion from John Wright, seconded by Valarie Ayers, the above stated policy and regulation were unanimously approved.

**b. 5-Year Capital Plan, Facility and Technology**

MLWGS requests approval of its revised Capital Plan proposal updated from previews to the RSB at their June and August 2017 meetings. We have incorporated as best we could feedback from the RSB, Superintendent Steering Committee, and the Finance Committee. Supporting documents for all figures can be supplied that show detailed quotes, per square foot recommendations, and industry best practices.

Passage of the Capital Plan will maintain vital systems and infrastructure at MLWGS while ensuring the continued support of our strategic plan.

On a motion from Micky Ogburn, seconded by Kenneth Pritchett, the Regional School Board unanimously approved the 5-Year CIP.

**XIII. Materials for Board Review and/or Discussion**

**a. Policy Proposal**

The following was submitted from the Policy Steering Committee to the Board for first read and review:

Reg 5013-R – Drug and Alcohol-Free Workplace *Amended*

Reg 5065-R1 – Sick Leave *Amended*

Pol 6006 – Sex Offenders Registry Notification

Pol 6007 – Violent Sex Offenders on School Property

Proposed policy is typically grounded in model policy of the Virginia School Board Association. Regulation 5013-R is a simple formatting update and Policies 6006 and 6007 are new adoptions that require little modification for MLWGS. The school's security chief already receives Virginia sex offender notifications for review and communicates with staff and the athletic department as needed. To date, there have been no issues with offenders on school property.

Regulation 5065-R1 – Sick Leave *Amended* is different. Dr. Lowerre explained that when this school was chartered in 1991, leave policy carried over from Richmond Public Schools and essentially allowed staff the ability to buyout sick leave for cash payments after a prescribed number of years and also to be paid for their unused sick leave in the case of separation, death and/or retirement. As a result, the school was setting aside a substantial amount in personnel reserve for potential payouts. The formula is currently defined as ½ sub pay for the first 100 days of sick leave, and full sub pay for days 101 + with no cap. Financial sustainability down the road is the reason for this policy change request.

The policy committee has met on this policy twice and it has also been discussed with a couple of board members. The committee is proposing to grandfather the existing policy for employees contracted prior to July 1, 2018. With amended policy, employees contracted after July 1, 2018 who have served five or more years of continuous service, may not sell sick leave

and of leave payout will occur only upon death or retirement to be capped at 150 total days (½ sub pay for the first 100 days of sick leave, and full sub pay for days 101-150).

Mrs. Ayers asked if this formula was similar to other localities, to which the Director responded yes, most have a formula but also a cap; adding, the committee created a spreadsheet for comparison of some of our division formulas that was used during their review.

Mrs. Ogburn asked what number of current employees have an unusually large number of [sick] days and was told 4 or 5. A sizeable payout example was provided of \$16,000-\$17,000.

Mr. Axselle asked for a copy of the division comparison spreadsheet which Mrs. Marshall was able to provide. After review a couple of additions (ex: Henrico currently caps at 250 days/\$8,000) will be made to this spreadsheet and an updated copy will be forwarded to board members.

Mr. Wright shared that the goal of the committee on this policy was to be more precise on budgeting moving forward and not wanting to take anything away from guarantees previously made to staff. Mr. Axselle asked if it is also the goal to bring everybody into a similar program or more uniform approach? Dr. Myers stated that with viewing this chart it appears that MW will be more in line with regional standards with the proposed amendment to policy.

Mrs. Ayers noted with amended policy MW would still be more generous than other divisions and requested that board members be allowed more time to evaluate this proposal by reintroducing the policy next month for first read again followed by approval in April. Dr. Myers added that New Kent will only pay leave out upon retirement, they do not include separation. Mr. Wright acknowledged his point and noted this item was hotly debated among the policy committee but the committee ultimately thought things such as recruitment and retention were important to get a candidate we may be competing for. Dr. Kinlaw stated there may also be a relation to division retirement plans (SRP's) that may need to also be considered.

Dr. Gill added that Hanover's policy appears to be somewhat of an outlier in the way it is calculated but it works out to about \$40/day for a teacher in the high \$50's range.

Mrs. Ogburn asked for the updated spreadsheet to include MW new policy formula.

#### **XIV. Information Items**

- Finance Committee Meeting Minutes February 1, 2018
- MW Claims 20<sup>th</sup> State Title... We the People
- MW Math Modeling Team Achieves Great Success
- MW Senior is Selected for 2018-19 VMFA Fellowship
- Regional Champions 2A VHSL Swim & Dive Teams
- Vestibule Project Completed

#### **XV. Superintendent's Steering Committee Report**

Dr. Myers shared from the morning meeting of superintendents they discussed three items: 1) there is potential legislation at the General Assembly that looks favorable and will allow school systems to choose their operating start dates, 2) budget proposal in-depth review and they applaud Dr. Lowerre for his work for this submission...he's done a good job, and 3) the sick leave policy. The superintendents are in agreement that the policy committee has done a nice job trying to get this [*sick-leave buyout*] under control while also maintaining what people have expected for many years.

**XVI. Closed Meeting**

None.

**XVII. Certification of Closed Meeting**

None.

**XVIII. Announcements/Additional Discussion**

Congratulations to Dr. Kinlaw on the announcement of his retirement June 30, 2018.

**XIX. Adjournment of Regular Meeting**

On motion by John Wright, seconded by John Axselle, this meeting was unanimously adjourned at 9:48 am.

**Next Meeting**

March 15, 2018, at 9:00 am. MLWGS, 1000 N. Lombardy St., Room 153, Richmond, VA 23220. 804-354-6800 x2190.

**FY19 Budget Work Session**

**Thursday, February 15, 2018**

**9:45 a.m.**

**Call to Order**

Sarah Barber, Chair, gavelled the meeting to order and turned the floor over to Dr. Robert Lowerre, Director.

**Dr. Lowerre presented a PowerPoint on the FY19 Budget Proposal Highlights** (*a copy of the PowerPoint presentation will be retained for the permanent record*)

FY19 will be the first year of the State budget biennium. We can expect to see the continuation of the existing add-on; however, the sunset provision has been moved to June 30, 2020.

The school is proposing a modest budget increase to address its needs and to begin to fund capital projects.

### **Revenue**

\$8,560,446, Total increase = \$183,957 (+2%)

### **Revenue Detail:**

- Tuition = \$8,073 (\$200/student increase), 753 Students
- Total Local Contribution = \$6,078,969
- Building Rental = \$7,000
- Free Lunch Receipts = \$8,000
- Dual Enrollment = \$50,000
- Technology Initiative = \$26,000
- State Contribution = \$2,390,477

### **Total Expense**

\$8,560,446 (includes incremental increases for inflation in certain areas)

### **Expense Detail:**

#### ***Increases***

- Purchased Services + \$88,862
- Health Insurance Costs + \$96,024
- Salary /Benefits Increase + \$57,242 (Provides 2% raises)
- Staff Development + \$5,000
- Textbook + \$46,605
- Building Supplies + \$6,218

#### ***Reductions***

- VRS - \$25,740
- Insurance, Utilities, Misc - \$1,695
- Capital Outlay - \$11,828
- Personnel Reserve - \$36,956
- Building Reserve - \$3,111
- Instructional/Library Supplies - \$4,500

### **Conclusions**

This is a balanced budget which keeps costs reasonable. The funding for the CIP is being built into the budget. The Director wants to dedicate the bulk of future overages to the CIP as its revenue source.

### **Next Steps**



- March 15, 2018, Budget Public Hearing
- April 19, 2018, Request for Budget Approval

Moving forward the Director will work hard to always present this Board with an actual needs budget.

In review of the Revenue proposal, the Director highlighted change or new lines such as ‘Fund Balance’ which was used for operating funds in previous years, now it is zeroed out to move those monies into the CIP (-\$32,164). Tuition with increases is listed (exception for one division noted in red reducing their count by one student) at \$174,219. Additional Governor’s School State Funds are increasing \$41,902. Total Revenue Change = \$183,957.

In review of the Expenses proposal, concerns were addressed as asked. Teacher salaries are reduced by \$15,611 even with a 2% increase due to the retirement of two senior faculty members. Reserve for Personnel Pay is reduced by \$36,956. Substitute Teachers are increased by \$10,000. Purchased Services reflects the most increase at \$110,884 due to incorporating items from other cost centers into this one. Administration Fees in Cost Center 56: #5689-Administration Fees is the cost to rent the venue for graduation. Custodian fees have increased per contractual agreement on year three.

The Director will seek the addition of a new line item to this report that displays capital improvement.

A brief discussion followed regarding the BudGen software used to calculate this proposal and its functionality. Mr. Wright stated; “this is the best looking budget I’ve seen from here [MLWGS] and the first time I’ve truly seen a separation of what should be in CIP and what should be in operating. They [*prior budgets*] have never been 100% accurate before.” Dr. Lowerre thanked his team for their work on this proposal.

Mrs. Ogburn asked if a less expensive venue was available for graduation, and Mrs. Barber offered that this venue (The Altria) lends itself better to the ceremony which incorporates several musical acts. Dr. Lowerre noted that until recently the senior class paid this fee.

Mrs. Marshall advised that budget proposal documents will be added to the MLWGS website along with a public comment form and notifications will be sent.

The meeting concluded at 10:27 am. 2018 Board photographs were taken at the conclusion of the FY19 Budget Work Session.

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Sarah Grier Barber, Chairman

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Robert Lowerre, Ph.D., Director

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Minutes Recorded by:  
Barbara Marshall, Regional Board Clerk