

## MINUTES

### The Maggie L. Walker Governor's School for Government & International Studies Regional School Board Meeting

Thursday, September 18, 2014

9:05 a.m.

#### I. Call to Order

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

#### II. Introductions

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

##### Present:

Mrs. Barbara Crawley, *School Board*, Charles City Public Schools  
Mrs. Dianne Smith, *School Board*, Chesterfield County Public Schools  
Mr. W. Kevin Hazzard, *School Board*, Goochland County Public Schools  
Mr. John Axselle, *School Board*, Hanover County Public Schools (late arrival)  
Mr. John Montgomery, *School Board*, Henrico County Public Schools  
Ms. Cora Armstrong, *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. Jerry Warren, *School Board*, Prince George Public Schools  
Dr. David Gaston, **Superintendent**, Charles City Public Schools (late arrival)  
Dr. Marcus Newsome, **Superintendent**, Chesterfield County Public Schools  
Dr. James Lane, **Superintendent**, Goochland County Public Schools  
Dr. Jamelle Wilson, **Superintendent**, Hanover County Public Schools  
Dr. Pat Kinlaw, **Superintendent**, Henrico County Public Schools  
Dr. John Fahey, **Superintendent**, Hopewell Public Schools  
Dr. Stanley Jones, **Superintendent**, King & Queen Public Schools  
Dr. David Myers, **Superintendent**, New Kent Public Schools  
Dr. Joseph Melvin, **Superintendent**, Petersburg Public Schools  
Dr. Eric Jones, **Superintendent**, Powhatan County Public Schools  
Dr. Bobby Browder, **Superintendent**, Prince George Public Schools  
Dr. Dana Bedden, **Superintendent**, Richmond Public Schools  
Dr. Jeff McGee, **Director**, Maggie L. Walker Governor's School  
Mrs. Barbara Marshall, **Clerk**, Maggie L. Walker Governor's School  
Ms. Megan Rainey, **Deputy Clerk**, Maggie L. Walker Governor's School

##### Absent:

Dr. Deborah Marks, *School Board*, Hopewell Public Schools  
Ms. Kimberly Gray, *School Board*, Richmond Public Schools

Also present:

Phil Tharp and Wendy Ellis– MLWGS Administration  
Wendy DeGroat –MLWGS Librarian, Deborah Snagg - Staff  
Samantha McCoy and Ellie Palazzolo – MLWGS Students  
Matthew Gilley and Marc Gleva - Siemens  
Burt Hazelwood and Bill Yates – GS Foundation  
Elizabeth Wong – PTSA President  
Chamie Valentine – SAC Chairman  
Marianne Macon and Anne Hayes – PTSA Advocacy Comm.  
Sydney Bland – Walker Parent  
Andrew Warker and Sheryl Warker – Walker Graduate Parents  
Other – Inaudible

### **III. Approval of Agenda**

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

### **IV. Approval of Minutes**

On motion by Kenneth Pritchett, seconded by Barbara Crawley, the minutes for June 19, 2014 were approved with John Axselle, John Montgomery and Jerry Warren abstaining.

On motion by Dianne Smith, seconded by Valarie Ayers, the minutes for August 21, 2014 were approved with Cora Armstrong, Kevin Hazzard, John Montgomery and Jerry Warren abstaining.

### **V. Recognitions**

*Samantha McCoy ('15-Richmond)* was recognized for her work organizing “Cookies for Kids Cancer” fundraiser where she sold cookies. Sam recruited 13 other student volunteers and together their efforts have raised over \$2,596 for this charity. Samantha’s work is in honor of Walker student and friend Katie Anderson, who lost her battle last year.

### **VI. Public Comments**

The Public Information Period shall not exceed thirty (30) minutes. Each speaker will be allotted three (3) minutes (at the discretion of the Chairperson) to make his/her comments. Individuals representing groups will be allotted five (5) minutes. Citizens must schedule their appearance with the Board’s Clerk no later than 10:00am on the last business day before the meeting at which they desire to be heard.

The following remarks are not recorded verbatim:

**Mrs. Chamie Valentine**, representing SAC, thanked the Board for their support last year on six specific items that included; support for increased state funding for full time Governor's Schools, providing an increase in faculty and staff compensation, request to permit additional participation in the budgeting process by the school community and to increase transparency, include a provision that would ask participating school divisions to give notice at an earlier date if there is an intent to reduce enrollment that would enable Walker's administration to plan effectively, and finally to take immediate action to resolve concerns brought by the faculty survey and addressed by faculty council.

Mrs. Valentine stated, "At the SAC meeting conducted yesterday [September 17<sup>th</sup>], members proposed amendments to current bylaws [*requires school board approval*]." Mrs. Valentine distributed documents illustrating proposed amendments along with their explanation and thanked the Board for their time.

**Ellie Palazzolo ('15-Henrico)** representing the PTSA Fall Festival Committee, extended invitations to Board members to attend this annual event at MLWGS on Friday, October 10<sup>th</sup> and offered a brief description of the event.

**Andrew Warker, MLWGS alumni parent**, addressed the Board stating, "Thank god for Maggie Walker! This terrific school offered my shy, awkward but brilliant child the education, challenges and environment that were essential to her having an enriching high school experience. Only here could Katie be herself and have the freedom and encouragement to pursue her interests and satisfy her tremendous intellectual curiosity. This school means a lot to our family.

So we wanted the same opportunity for our son. In the fall of 2012, Michael applied to Maggie Walker but unfortunately he did not get in. He was heartbroken when he did not make the cut and had been placed on the wait list. But something strange happened a few days later ...he was contacted by a student from Maggie Walker to attend Shadow Day; an opportunity that is only available to admitted students of Maggie Walker. So needless to say, we were a little confused by what had happened.

We discovered that Michael had indeed made the cut and was on the school's admitted students list, which was why he was asked to shadow. So, why was he #5 on the wait list after being admitted? As it turns out the admissions policy that's outlined in the Admissions Handbook and by Richmond Public Schools was not followed; not even close. Michael's spot at Maggie Walker was given to an applicant at one of the City's middle schools that had not made the initial cut.

We learned that the City of Richmond offers admission to at least one applicant from each of the City's middle schools. As practice, that is actually contrary to the stated admissions policy. I asked the Richmond Gifted and Talented office should this top applicant from one of the City's middle schools decline admission would Michael then move up the wait list, and the answer was 'No.' I thought that was strange. I was told that the offer of admission would be offered to another student, and then to another student until that offer was accepted from that particular school. In other words, Michael had no chance of getting into

Maggie Walker unless 5 additional spots were allocated to the City of Richmond, which is where we live. Essentially, my son was discriminated against simply because he did not attend the right middle school in the City of Richmond.

Well, Richmond did get 5 extra spots and Michael was eventually admitted, but he declined admission in light of all the confusion, back and forth, and the discrimination. He just wasn't comfortable with the idea of coming to Maggie Walker; which is a pity. As far as I know, this admission policy has not really changed.

I share this story with you today in hope that you will establish a clear, totally transparent admission policy for Maggie Walker; one that is free of this type of discrimination, one that is based on a student's ability to succeed and thrive at this remarkable school. Without such a policy, I feel Maggie Walker will no longer be the place that it was originally created to be. Thank you."

The Chairman thanked all speakers for sharing remarks at this meeting.

## **VII. Director's Report**

### *Verbal Updates*

- a. Opening of school with 743 students welcomed on September 2<sup>nd</sup>.
- b. Strategic planning continues with the assistance of Mr. Hazzard as the Board's representative and Dr. Jones of Powhatan representing the Superintendents, along with representatives of each of the constituent groups. Goal areas are curriculum/instruction, faculty/staff and capital issues regarding the facility.
- c. Middle school informational visits set to begin in October and continue approximately 5-6 weeks.
- d. National Merit Scholar Semi-Finalists from the Class of 2015 = 26. Total senior class enrollment = 178 students.
- e. Fall Festival Friday, October 10<sup>th</sup>.
- f. ACT Composite scores versus Virginia scores in English, Math, Reading, and Science.

### *Coming Events*

September 18, 2014 through October 16, 2014 (see packet for detail).

*ESCo Presentation with Siemen's Consultants Matthew Gilley and Marc Gleva*

Building on their August presentation, Dr. McGee reminded [*those unfamiliar with the topic*] that an ESCo is an energy savings company that will perform an energy audit and recommend upgrades to operating systems under a performance contract with guaranteed/bonded savings. System upgrades will allow the school to refit certain aspects of the facility and begin to address its roof.

With that, Mr. Gilley and Mr. Gleva offered their presentation [*a full copy will be retained with the minutes of the meeting*]. The following notes reflect a brief overview of a lengthy presentation and discussion:

- Timeline
- Specifics: with approval construction could begin over the winter with completion next summer.
- Project & Scope: lighting, water, server room, automating building systems, solar/renewable lab on roof and roof repair/replacement.
- Financials: projecting 14% annual utility savings equating to upwards of \$30,000/year.
- Total Project: \$640,000.

Dr. Lane offered, “Most performance contracts are funded from either borrowing or leasing; however, this School Board, or for that matter any School Board in Virginia, has the authority to borrow, so with approval this project would be funded out of Walker’s capital reserve.” He added the Superintendents have examined and are aware of the capital reserve balances; essentially if used FY2016 would have \$540,000 instead of \$1.14 million currently presented.

Questions arose regarding accounting methods that capture energy cost savings and would dollars be transferred into the capital budget as incurred. Mr. Gilley explained that for budgeting purposes and to capture savings, energy expenditures should be forecast the same unless there are rate increases from the utilities. Information relating to collecting baseline information (how it is collected and measured) will be fully detailed in the contract going forward. Mr. Gilley clarified that a performance contract guarantees units of energy, not dollars.

Also noted, Siemens assesses an annual fee to monitor savings.

Mrs. Barber was asked to offer a professional opinion on the proposal, stating she’d read the documentation and attended a meeting and believed the team had done a good job observing the existing systems and evaluating them. She also stated, “As long as we are replacing in the normal life cycle of the systems, this type of project makes sense.”

Dr. McGee offered that the Siemens team conducted a thorough review of the HVAC system and determined their condition as satisfactory and with continuing proper maintenance should not cause the school distress.

During financial discussions, Mr. Tharp reminded that the capital reserve fund which exists today has been built through the years from guidance provided by the Finance Committee's recommendation to incorporate 2.5-3% contingency into the operating budget. However, that level has been reduced over the years: from 2.4% in FY13, to 1.5% in FY14 to .89% in FY15. Potentially if not addressed, this fund will not be rebuilt.

Project options, all or nothing? Dr. McGee stated the proposal did allow for specific project selection, but there is no fee for change orders should the Board choose the 'all' option and later decide to remove specific work. Asked for his recommendation, Dr. McGee was not specific, but did state the project as currently proposed had already been greatly reduced.

The Chair asked for clarification regarding a timeline for voting. Dr. McGee offered the response that it would depend on the development of the contract but could be as early as the October meeting.

### **VIII. Unfinished Business**

Dr. David Gaston, Superintendent, Charles City County Schools, was welcomed to this Board and the Steering Committee.

#### **a. Approval Process for Future Student Clubs:**

Current practice requires Board approval for all new clubs. After discussion, the consensus of the Board was to develop policy (effective with the next academic year as the current club proposal deadline is September 30<sup>th</sup>) allowing vetting and approval of new clubs by the Director and/or his/her designee, with reporting to the School Board as an information item in either the Director's Report or Information section.

### **IX. Action Items**

#### **a. 2014-2015 School Advisory Council Membership Update**

Review of the updated roster occurred noting an omission of two new members; Mr. Dabney Carr (Henrico) submitted by the PTSA and Ms. Ernestine Wilson of Petersburg, at large.

On motion by John Axselle, seconded by Cora Armstrong, the 2014-2015 amended updated SAC roster to include Mr. Carr and Ms. Wilson along with Virginia Chambers, Ethan Cruikshank, Jewel Caven and Kristina McCullough was unanimously approved.

#### **b. Annual DOE Authorization of Signatures**

Authority is sought annually authorizing Phil Tharp to sign Department of Education documents in absence of the Director through August 31, 2015.

On motion by Valarie Ayers, seconded by Barbara Crawley, authorization of signature for Mr. Tharp was unanimously approved.

**c. Personnel**

The Director recommends approval of the personnel actions listed in the ‘Exempt’ folder – Addendum A.

On motion by Dianne Smith, seconded by Barbara Crawley, personnel actions were unanimously approved.

**d. Policy: VHSL Sport and Activities Format Update**

The Director recommends Board approval of the 2003 authorized VHSL Sport and Activities policy using the same structure as other approved policies.

The Board discussed the history of this policy and asked the Policy Steering Committee to take on a fresh review with introspection and deep discussion around unintended consequences associated with change.

On motion by John Axselle, seconded by John Montgomery, current practice for Policy No. 4005 VHSL Sport and Activities was affirmed unanimously.

Discussion continued after the vote with Dr. Lane stating that families in his division who value an activity experience must choose between Maggie Walker and their home school and asks for consideration regarding flexibility on activities not offered at MLWGS (not for VHSL, but others such as marching band). Mr. Axselle felt that if allowance was made for activities, this would open the door for VHSL requests.

Adding clarification, Dr. Newsome stated the Superintendent’s Steering Committee has unanimously supported the policy as written because of the many concerns expressed in this discussion.

**e. Policy and Regulation Approval**

The following policies are submitted from the Policy Steering Committee for approval:

Policy No. 1017	Board-Staff Communications
Regulation No. 1017-R	Two-Way Communication System
Policy No. 1040	School Attorney
Policy No. 2025	Use of Tobacco and Electronic Cigarettes on School Premises
Policy No. 2065	Acceptable Computer System Use
Regulation No. 2065-R	Acceptable Computer System Use
Form 2065-F1	Acceptable Computer System Use Agreement Employees
Form 2065-F2	Acceptable Computer System Use Agreement Students
Policy No. 4077	Tobacco Free School for Staff and Students

Policy No. 4078	Electronic Cigarettes
Policy No. 5014	Staff-Board Communications
Regulation No. 5014-R	Two-Way Communication System
Policy No. 5064	Staff Time Schedules
Policy No. 5065	Staff Leave and Absences
Regulation No. 5065-R	Information Pertaining to the Fair Labor Standards Act
Regulation No. 5065-R1	Sick Leave
Regulation No. 5065-R2	Personal Leave
Regulation No. 5065-R3	Paid Leave: Vacation
Regulation No. 5065-R4	Religious Leave
Regulation No. 5065-R5	Professional Leave
Regulation No. 5065-R6	Compensatory Leave for Exempt Personnel
Regulation No. 5065-R7	Paid Bereavement Leave
Regulation No. 5065-R8	Civil Leave
Regulation No. 5065-R9	Military Leave Reserve Training and Active Duty
Regulation No. 5065-R10	Leave of Absence Without Pay
Regulation No. 5065-R11	Educational Leave Without Pay
Regulation No. 5065-R12	Absence Without Approved Leave
Regulation No. 5065-R13	Workers Compensation and Job Related Injury Leave
Policy No. 5066	Absenteeism and Tardiness
Policy No. 5091	Tobacco Free School for Staff and Students
Policy No. 5092	Electronic Cigarettes
Policy No. 6009	Tobacco Use on School Premises

Dr. McGee identified Regulations No. 5065-R1 Sick Leave and 5065-13 Workers Compensation Injury Leave for updates based on feedback from the versions presented in August to include domestic partner in 5065-R1 (also consistent with Paid Bereavement Leave), and 5065-R13 updated from supervisor form distribution to person within the school designated to distribute form. The Director also highlighted Regulation No. 5065-R6 Compensatory Leave for Exempt Personnel, a policy that is unique to Maggie Walker.

Mrs. Armstrong left the meeting.

Divisions were surveyed regarding which offer comp leave with no consensus; some do, some don't. For divisions that offer comp, it is not earned for covering classes as that task is considered part of the duties of being a teacher. Some divisions cap maximum time earned. Hanover and Hopewell only offer comp time for non-exempt employees. The Chairman stated that his understanding is the policy presented does not differ substantially from how MW has been operating. The Director added that with instructional monitoring, professional staff evaluation, observation, and accountability, this measure would add a much needed boost in morale for employees and adds a measure of validation for the work they do. Dr. Jones, who didn't have a problem with the policy, notes this (comp leave) is a benefit.

Dr. Bedden asked, "What happens to sick leave?" He then added, "There is buyout when an employee leaves, so if an individual is allowed to use comp leave in place of sick leave



there is a financial obligation at some point,” Dr. Bedden did note that it is probably much more manageable at Walker because of the size of the school; however, Richmond can’t offer comp leave because of size and volume. He also advised Dr. McGee that Richmond was revisiting their sick-leave buyout policy as it can’t be sustained anymore and to follow up with Mr. Westbay if Walker desired to stay in sync with Richmond. Dr. Jones noticed that payments for sick leave buyout are much more generous than any he’d seen and they weren’t restricted to retirees only.

Dr.’s Bedden, Fahey and Wilson left the meeting.

Discussion occurred regarding having domestic partner in policy with Mr. Axselle uneasy about the lack of definition for the term. The Chairman asked to proceed with the understanding that policy may be amended to include definitions in the future.

On motion by Barbara Crawley, seconded by John Montgomery, policies listed above were approved on a vote of (8) ayes, and (1) nay by John Axselle.

#### **f. 2014-2015 Student Handbook Updates**

The Director requested Board approval for updates to the student handbook to align with regulatory compliance. Updates to the following sections are listed below:

- MANAGEMENT OF STUDENT RECORDS NOTICE-FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 U.S.C.§ 123g; 34 CFR Part 99) p. 24
- Suspension/Expulsion Language- substitute ‘may’ in place of ‘will’ recommend expulsion. (Multiple locations) pp. 37
- Tobacco Products- p. 37
- D. THREATS TO PERSONS- P.38
- O. Technology Acceptable Use Standards for Students-pp. 51-54
- Bullying p. 54 definition update
- Electronic Cigarette P. 56 definition added
- Q. Statement of Review and Commitment to the Standards for Student Conduct - Added the following: p. 59

On motion by John Montgomery, second by Barbara Crawley, the 2014-2015 student handbook update was unanimously approved.

Due to the length of this meeting the Chairman entertained a **motion to amend the agenda** moving up Closed Session as the next item of business.

On motion by John Axselle, second by John Montgomery, the agenda was amended on unanimous vote.

**X. Closed Meeting**

The Chairman directed the Clerk to announce items for closed session:

It is my understanding that the School Board desires to enter into a Closed Session in accordance with Sections (§) 2.2-3711 and/or 2.2- 3712 of the Code of Virginia, the Virginia Freedom of Information Act, and specifically under the following enumerated subsection, the following items:

1. Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of the School Board. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter which involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the School Board.

On motion by Valarie Ayers, seconded by Barbara Crawley, the Board unanimously approved moving into closed session. The recorder was paused and the door closed.

At the conclusion of closed session, the Clerk was invited back and asked to record a motion to reconvene in open session.

On motion by Barbara Crawley, seconded by Jerry Warren, the Board unanimously approved moving into open session.

**XI. Certification of Closed Meeting and any action, if necessary, as a result of closed meeting.**

The Chairman directed the Clerk to certify the closed session:

Now, therefore, be it resolved that the Regional School Board hereby certifies that, to the best of each member's knowledge, (i-one) only public business matters lawfully exempted from open meeting requirements, and (ii-two) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting. Any member of the Regional School Board or committee who believes that there was a departure from these requirements shall so state prior to the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

The Chairman asked if there were any statements or concerns from Board members. Being none, a motion was requested for closed session certification.

On motion by John Axselle, seconded by Valarie Ayers, the Board approved closed session certification.

Roll Call Vote on Closed Meeting Certification:

Barbara Crawley	Aye
Dianne Smith	Aye

Kevin Hazzard	Aye
John Axselle	Aye
John Montgomery	Aye
Deborah Marks	Absent
Cora Armstrong	Absent
Sarah Barber	Aye
Kenneth Pritchett	Aye
Valarie Ayers	Aye
Jerry Warren	Aye
Kimberly Gray	Absent

John Axselle, John Montgomery, Kenneth Pritchett and Jerry Warren left the meeting.

**XII. Items for Board Review and/or Discussion**

**a. New Club Proposals**

The following clubs are submitted for Board review: B-Movie Club, Dragons for Vets, Foreign Affairs Club, Programming Club and Richmond’s of the World Club. A vote for approval will be requested at the October meeting.

**XIII. Information**

Finance Committee Minutes August 19, 2014

MLWGS Ranked by Daily Beast, #12 America’s Top High Schools

*Student News:*

VCU Medical Science Internship for MLWGS Students

*Other News:*

Running for Katie

**XIV. Superintendent’s Steering Committee Report**

Dr. Lane stated two items were discussed; 1) the activities policy that was affirmed today and 2) the ESCo performance contract.

**XV. Announcements**

None

**XVI. Adjournment**

There being no further business to discuss, on motion by Barbara Crawley, seconded by Valarie Ayers, this meeting was adjourned.

**Next Meeting**

October 16, 2014 at 9:00am. MLWGS Room 153, 1000 N. Lombardy St., Richmond, VA 23220. 804-354-6800 x2190 or x2111.

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W. Kevin Hazzard, Chairman

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Jeffrey W. McGee, Ph.D, Director

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Minutes Recorded by:  
Barbara Marshall, Regional Board Clerk