

## MINUTES

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

Thursday, August 18, 2011

9:00 a.m.

#### I. Call to Order

Dianne Pettitt, 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 Pettitt, *School Board*, Chesterfield County Public Schools  
Mrs. Anne Gladstone for Mr. John Axselle, *School Board*, Hanover County Public Schools  
Mr. Ivan Mattox, *School Board*, Goochland County Public Schools (late arrival)  
Mrs. Diana Winston, *School Board*, Henrico County Public Schools  
Mrs. Eileen Long, *School Board*, King & Queen Public Schools  
Mrs. Teresa Lindsay, *School Board*, New Kent Public Schools  
Mr. Kenneth Pritchett, *School Board*, Petersburg Public Schools  
Mrs. Valarie Ayers, *School Board*, Powhatan County Public Schools  
Mrs. Dudley Olsson, *School Board*, West Point Public Schools  
Dr. Janet Crawley, **Superintendent**, Charles City Public Schools  
Dr. Marcus Newsome, **Superintendent**, Chesterfield County Public Schools  
Dr. Linda Underwood, **Superintendent**, Goochland County Public Schools  
Dr. Jamelle Wilson, **Superintendent**, Hanover County Public Schools  
Dr. Pat Kinlaw for Dr. Pat Russo, **Superintendent**, Henrico County Public Schools  
Ms. Lorraine Smith for Mr. Charles Clare, **Superintendent**, King & Queen Public Schools  
Dr. Robert Richardson, **Superintendent**, New Kent Public Schools  
Dr. Alvera Parrish, **Superintendent**, Petersburg Public Schools  
Dr. Bobby Browder, **Superintendent**, Prince George Public Schools (late arrival)  
Dr. Yvonne Brandon, **Superintendent**, Richmond Public Schools  
Dr. Jeffrey Smith, **Superintendent**, West Point Public Schools  
Mr. Don Skeen, **Interim Director**, Maggie L. Walker Governor's School  
Mrs. Barbara Marshall, **Clerk**, Maggie L. Walker Governor's School  
Mrs. Megan Marcinkevich, **Deputy Clerk**, Maggie L. Walker Governor's School

##### Absent:

Mr. Robert Cox, *School Board*, Prince George Public Schools  
Ms. Kimberly Gray, *School Board*, Richmond Public Schools  
Dr. Margaret Meara, **Superintendent**, Powhatan County Public Schools

Also present:

Phil Tharp, Wendy Ellis and Patti Chappell – MLWGS Administration, Paige Hawkins - MLWGS Athletics, Cynthia Losen - Faculty, Barrett Brown, Karl Zweerink, Lisa Williams, Pam Edgerton, Wendy DeGroat, Sharon Parker, John Wilkes, John Walter, and Jeff Hall – MLWGS Department Chairs (most remaining for introductions only), Lynn Reed – Faculty, Gwynn and David Litchfield – King & Queen Schools, Hal Waller - GS Foundation.

Late arrivals: Mary Jane McKay – Faculty and Connie Schuler, MLWGS retiree.

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

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

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

On motion by Eileen Long, seconded by Barbara Crawley, the minutes as submitted for June 23, 2011 was unanimously approved.

### **V. Recognitions**

*Mrs. Lisa Marshall*, for her service representing Henrico County to this Board 2008-2011. Mrs. Winston accepted a commemorative platter on behalf of Mrs. Marshall.

*Mrs. Gwynn Litchfield*, for her service representing King & Queen County to this Board 2008-2011, was presented with a commemorative platter.

### **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.

There were no public comments.

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

Don Skeen addressed the Board sharing his background information and experience and also expressed his gratitude for this assignment. He also shared his impressions of what he has learned about MLWGS and all that is being accomplished here, and the level of support that is extended through the Foundation and a very active PTSA.

Mr. Skeen asked the administrative team to update the Board on items regarding school business.

**Updates by Phil Tharp:**

Phil Tharp informed the Board that construction delays have pushed the timeline for completion of the **athletic pavilion** back to November. The project experienced a few modifications in cost as a result of making changes; however, the project remains within budget.

**Enrollment:** 719 student slots for 2011-2012. The MLWGS Counseling Department is working with appropriate Gifted Coordinators if any division has unfilled slots.

**Updates by Wendy Ellis:**

Dr. Ellis updated the Board on **back to school activities** for students and faculty and thanked Mrs. Marshall, Mrs. Marcinkevich and Mrs. Zona Hicks for their coordination and efforts preparing our community to come back. Events include: department chairs returning, new teacher academy, faculty returning, full school professional development and department professional development. For students: ambassador training on August 29<sup>th</sup>, optional early AP classes August 30<sup>th</sup> – September 1<sup>st</sup>, fee collection and schedule/packet pick-up for all students, and a two-day freshmen orientation.

Dr. Ellis was asked about the number of teachers attending the **new teacher academy** and responded she was pleased to announce that three members of the MLWGS class of 2002 will be attending. In addition, two long-term substitutes will attend.

Mrs. Pettitt inquired about the **curriculum audit** next year mentioned by Dr. Ellis under department professional development. Dr. Ellis responded that this is a rotating cycle review. Dr. Ellis stated that she will be working with Dr. Donna Poland at DOE to coordinate details and specialists from other schools who review and make suggestions regarding MLWGS curriculum.

Dr. Ellis was asked and described the responsibilities, duties and expectations of **student ambassadors**. The ambassador's primary function is to give tours of the school and assist with large events such as middle school visits, orientation and open house. On a daily basis they can earn community service hours assisting teachers during their ambassador class period. This program is open to all grade levels, but students must apply and are screened for inclusion.

Dr. Ellis gave an update on the **William & Mary Summer Enrichment Program** which took place at MLWGS during the summer of 2011 and had twenty-five students participating, one on scholarship. Dr. Mihyeon Kim, Program Coordinator, was highly complementary of the eight MLWGS students that served as instructional aides.

Dr. Ellis requested brief preliminary overviews by two faculty members regarding future requests for **international student travel during the 2011-2012 academic year**. Formal proposals are expected to be submitted for review at the September meeting of this Board.

**Teacher Presentations:**

Barrett Brown presented regarding a French Exchange Program and Mary Jane McKay presented about travel to China for AP Human Geography students.

**Updates by Patti Chappell:**

Patti Chappell described the new mass communication system (ParentLink) utilized by MLWGS.

*Mrs. Dudley Olssen left the meeting.*

**Coming Events** - See Page 19 of the Board packet.

**VIII. Action Items**

**a. New Club Proposals**

There being no discussion, on motion by Barbara Crawley, seconded by Ivan Mattox, the Board unanimously approved the following new clubs: Voice International, The Satire Club, Frisbee Club and the 350 Climate Awareness & Policy Organization.

**b. Personnel**

After discussion of Mr. Piersol's background, on motion by Diana Winston, seconded by Barbara Crawley, the Board unanimously approved the 2011-2012 Educational Leave of Absence Request for Sherri Arnold and the one year appointment of John Piersol.

**c. Concussion Policy for Student-Athletes**

As Board members are familiar with this policy in their own divisions, little discussion was necessary. On motion by Valarie Ayers, seconded by Barbara Crawley, the Concussion Policy for Student-Athletes as submitted on pages 24-37 of the Board packet was unanimously approved.

**d. Authorization for Director to Certify MLWGS Crisis Plan**

As Board members are familiar with this annual certification, little discussion was necessary. On motion by Ivan Mattox, seconded by Kenneth Pritchett, the Board unanimously approved Authorization for the Director to Certify the MLWGS Crisis Plan.

**e. Annual Board Authorization of Signatures in Absence of Division Superintendent – Fiscal Year 2012**

There being no discussion, on motion by Kenneth Pritchett, seconded by Ivan Mattox, the Annual Board Authorization of Signatures in Absence of Division Superintendent – Fiscal Year 2012 was unanimously approved.

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

**a. New Club Proposal:**

The following club proposal is submitted for Board Review: The Jaw Harp Club.

Club approval will be requested at the September meeting of this Board.

**X. MLWGS Informational Items:**

- 2011-2012 Board Member Contact Information

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

No report was offered at this time. However, Dr. Newsome extended congratulations to Mr. Skeen for his selection as Interim Director of MLWGS and extended welcome to new board members.

**XII. Director’s Search Committee Report**

Ivan Mattox updated the Board on search committee activities and timelines. The committee is comprised of three Board members (Ivan Mattox, Diana Winston and Eileen Long), three Superintendents (Dr. Linda Underwood, Dr. Marcus Newsome and Dr. Bobby Browder), and Dr. Pat Kinlaw - Director of Human Resources for Henrico Public Schools.

The search committee will meet immediately following the conclusion of the Board meeting today.

**XIII. Closed Meeting**

None

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

None

**XV. Adjournment**

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

**Next Meeting**

September 15, 2011 at 9:00am. MLWGS Board Room, 1000 N. Lombardy St., Room 226, Richmond, VA 23220. 804-354-6800 x2190 or x2111.

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Dianne Pettitt, Chairman

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Don Skeen, Interim Director

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Minutes Recorded by:  
Barbara Marshall, Regional Board Clerk