

MINUTES

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

Thursday, May 17, 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 Executive School Board and visitors recited the pledge of allegiance.

IV. Introductions

Each member present is listed in alphabetical order by locality.

Mr. John Wright, *School Board*, Goochland 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
Dr. Carol Carter, **Superintendent**, King & Queen Public Schools
Dr. David Myers, **Superintendent**, New Kent 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

Not Required to be in Attendance:

Ms. Martha Harris, *School Board*, Charles City Public Schools
Dr. Javaid Siddiqi, *School Board*, Chesterfield County Public Schools
M. John Axselle, *School Board*, Hanover County Public Schools
Mr. Christopher Reber, *School Board*, Hopewell Public Schools
Mrs. Valarie Ayers, *School Board*, Powhatan County Public Schools
Mr. Rob Eley, *School Board*, Prince George Public Schools
Mr. J. Scott Barlow, *School Board*, Richmond Public Schools
Dr. David Gaston, **Superintendent**, Charles City Public Schools (late arrival)
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. Melody Hackney, **Superintendent**, Hopewell 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
Mr. Jason Kamras, **Superintendent**, Richmond Public Schools

Also present:

Michael 'Max' Smith – MLWGS Administration
Lynn Reed and David Bortz – MLWGS Staff
Suzannah Stora – GS Foundation
Peggy Feldmann – Richmond Parent

V. Approval of Agenda

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

VI. Approval of Minutes

On motion by John Wright, seconded by Harwood Hall, the minutes of the regular meeting of April 19, 2018, were unanimously approved.

VII. Recognitions

- Math Art Seminar students had work accepted for display at the upcoming Bridges Mathematical Art Conference, Stockholm, Sweden. Teacher Ryan Webb and student Meg Taylor ('18-Chesterfield) were on hand to discuss their submitted projects. Student Josie Martin ('18-Richmond) was recognized in absentia. This is a first for MW.
- MW had two National Medalists in the 2018 Art & Writing Scholastic Awards. Teacher Jeff Hall and student Kristin Hines ('18-Henrico) were in attendance for recognition and to discuss submissions. Maggie McKenna ('20-Henrico) was recognized in absentia. Mr. Hall mentioned this is the twelfth year in a row MW had National winners for visual arts and writing.

Less than 1% of the work submitted is recognized at the national level. Students receiving top awards are invited to attend a ceremony at Carnegie Hall on June 7th.

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.

No Comments

IX. Director's Report

A. Verbal Updates

- The first ‘draft’ of the long-awaited **audits** of fiscal years 2013-2017 have been delivered to RPS and under review. Presentation to the RSB should occur in June or August.
- **Annual Volunteer Appreciation Dinner** at MW, May 23 @ 5:00 pm.
- **VHSL Wells Fargo Cup Winter Athletics Standings Announced (April 30):** Auburn, **Maggie Walker (2A)**, Western Albemarle, Blacksburg, Princess Anne, and Cosby lead Wells Fargo Cup Athletic Standings after winter championships. Maggie Walker is looking to win a fifth straight Cup.
- *Mark your Calendar: **Graduation*** for the Class of 2018, Friday, June 15, 2018, at Altria Theater, 3:00 pm. RSVP’s are due to Kerry Sheppard or the Regional Board Clerk.
- **Mental/Emotional Health at MLWGS by Lisa Ebeling, School Psychologist:** School staff at Maggie Walker have long recognized that our students have needs beyond the academic. In order for students to be well rounded and ready for life after high school, their social-emotional health must be supported as well. Maggie Walker has four counselors invested in supporting our students. Part-time school psychology services were added to the counseling department during the 2016/7 school year in order to make further assistance available to students.

Ever wonder what other mental wellness initiatives are available at Maggie Walker? Here is an overview of the supports that are available this school year beyond individual counseling support.

- **Fall 2018** – Implementation of the SOS Signs of Suicide Prevention Program through the 9th-grade Health/PE classes. This program is designed to help our students recognize the characteristics of depression, how to support their peers, and to understand when to get adult support. This program includes a mental health wellness screening for students. A portal associated with the program has information and resources for our parents. This class is offered during a lunch session for those students who took 9th grade PE online.
- **Fall 2018** - This extension of the SOS High School Program builds resiliency in students in our 11th-grade classes. The SOS Second ACT Program reviews the signs and symptoms of depression and suicide, while also prompting students to discuss substance use and other risky behaviors. Supporting material provides students with information on healthcare basics, as well as tips on seeking treatment, self-advocacy, and more. This is intended to help students with life skills needed after they leave high school.
- **Fall 2018** – A presentation will be done for seniors that focuses on building life skills that will be needed after high school. This includes a discussion about stress and techniques for coping for this when living independently. The presentation also explores how to make healthy choices as a student on a college campus. A speaker from VCU Student Health will talk about stress, sleep, substance use, and mental health resources.
- **October 2018** – Minding Your Mind presentation/CKG Foundation. Our freshman and juniors will hear a presentation by a certified, young adult speaker who has had experience with depression and/or anxiety. This is designed to educate students on common mental health conditions and works to destigmatize seeking treatment for these challenges.

- **Spring 2019 /10th Graders** – Personality and Career Inventory “Do What You Are.” This is designed to help our students learn about their personality, strengths, blind spots and more. It allows them to explore suitable careers and majors. This program is run by Joy Davis, Sophomore/Junior School Counselor and Lisa Ebeling, School Psychologist.
- **BC2M Club** – This is a student-led club initiative that encourages teens to explore mental health topics in a safe and supportive environment. It provides a platform for our students to work with their peers to create a more educated and empathetic school community. Club sponsors are Tinsley Pollard, AP Psychology teacher, and Lisa Ebeling, school psychologist.
- **Stress Less, Laugh More Week** – This is scheduled to take place in the spring before AP exams. The week is dedicated to decreasing stress and promoting fun. Last year’s activities included treats at lunch, a game day, and a visit from therapy dogs.
- **Small group support/TBD** – Our school psychologist partners with a therapist from the VCU Anxiety Clinic on targeted support to students. This includes topics on time management and building executive functioning skills.
- **Mindfulness Room** – available during the school year for students in need of a short-term respite space. This room is in our school counseling area.
- **Mental Health Resources** – available on the Maggie Walker website through the school counseling department. Our school psychologist is also available to assist parents with supports in their area.
- **Library** - Our librarian, Wendy DeGroat, has resources on reducing stress for our students. These can be accessed at <http://bit.ly/mindfulnessandcalm>. Ms. DeGroat also has stress-reducing activities available at the library’s Creativity and Calm station. Ms. DeGroat is a certified Koru Mindfulness teacher and instructs students on Mindfulness in 10th grade PE and AP psychology classes.

The Director stated, ‘MW takes mental health initiatives seriously. Our program is in front of any federal and state mandates that may be forthcoming and could be used as a model for other systems. MLWGS is proactive with how it handles students with depression, stress issues, anxiety and eating disorders.’

B. Coming Events

May 19, 2018, through June 21, 2018 (see page IX.b for details).

C. Senior Showcase May 31 with Les Cook, Program Coordinator

The culminating activity for the Senior Seminar/Mentorship Program is Senior Showcase Day. This day is devoted entirely to the seniors who have spent the last year in either a seminar or mentorship studying and researching a field of particular interest. Seminar students work collaboratively in each of their respective seminars to create a presentation about their year of study. Mentorship students present their specific type of mentorship experience, as well as the research they undertook during that process. Showcase Day provides the forum for students to communicate their research to an audience in a professionally appropriate manner. There are two sessions in the morning, followed by a lunch break, and then two sessions in the afternoon (each session is 1 hour 20 minutes). Invitations are usually provided by mid-May to parents,

Board Members, Superintendents, Planning Committee Members, and mentors. Additionally, the entire student body selects presentations they are interested in attending and are provided a schedule on the morning of Showcase Day.

The freshmen will be divided into two groups. Each group will attend a freshmen experience field trip for half the day and then attend two Showcase sessions for the other half of the day.

Mr. Cook stated he had eighty-one students in the mentorship program this year with forty-six of those at VCU and twenty-five of those with VCU Health Sciences.

X. Unfinished Business

None.

XI. Consent Items

On motion by John Wright, seconded by Mickey Ogburn, the following consent items were unanimously approved as a slate: May 2018 personnel actions, fiscal status reports of March 31, 2018, and the donations report of March 31, 2018.

XII. Action Items

a. FY19 Student Fee Schedule (Second Read)

The 2018-2019 fee schedule proposal is estimated to cover the costs associated with various expenses across all subject areas; ex: workbooks, dual enrollment fees, class dues, etc. The Director noted that there was very little dollar movement in this proposal.

On a motion from John Wright, seconded by Kenneth Pritchett, the 2018-2019 fee schedule was unanimously approved.

b. International Trip – Germany 2019 (First Read & Approval)

This trip as proposed by Dawn Grois, International Languages faculty, will provide the students a language and cultural experience of the German-speaking world. It will help them connect what they have already learned in the classroom to the real world. Hopefully, they will gain new perspectives and widen their horizon.

Students will get to experience the culture of four cities: Vienna, Austria; Prague, Czech Republic; Munich, Germany; and Zurich, Switzerland.

This trip is designed to accommodate up to twenty-one students and one chaperone plus the sponsor.

Estimate per Student Cost: \$3,515. Approval is requested with the first read to facilitate recruitment.

On a motion from John Wright, seconded by Mickey Ogburn, the 2019 Germany trip proposal was unanimously approved.

c. Textbook Adoption (First Read & Approval)

The MLWGS textbook adoption process for implementation in 2018-2019 is following protocol. Recommendations below (and attached) are made after the public comment period.

The following was posted to the mlwgs website March 29, 2018:

A public comment period will be open until Thursday, May 1 for the adoption of new textbooks in the following courses: Geometry, Spanish II-IV, and AP French. Textbooks for review and accompanying comment forms will be available in the MLWGS library through the public comment period.

Textbooks were chosen by a committee in each subject area. The total 2018-2019 textbook adoption budget is \$36,795.56.

On a motion from John Wright, seconded by Harwood Hall, textbook adoption was unanimously approved.

XIII. Materials for Board Review and/or Discussion

a. Policy & Regulation Proposals First Read

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

- Pol 2007 – Qualifications & Duties for the Director
- Pol 2030 – Reporting Acts of Violence & Substance Abuse
- Pol 5050 – Virginia Retirement System *Amended*
- Pol 8029 – Search and Seizure

The proposed policy is typically grounded in model policies of the Virginia School Board Association.

Approval will be sought at the Board’s August 2018 meeting.

b. IFB Parking Lot Sealing & Painting First Read

An IFB for Parking Lot Sealing & Painting was advertised on mlwgs.com for sealed bids. A legal notice was also placed in the Richmond Times-Dispatch on Sunday, April. 22, 2018. The due date for bids is May 10, 2018.

Purpose: The intent and purpose of this invitation for bids are to solicit pricing from qualified vendors who can provide sealing and painting services as specified herein to the Regional School Board of the Maggie L. Walker Governor’s School (MLWGS). The Board is seeking to seal and paint the property’s three (3) parking lots. This IFB – in its entirety - shall be incorporated into the final contract terms.

Contract Completion: This project shall begin no earlier than July 1, 2018, and no later than July 9, 2018, and it shall be completed within fifteen (15) days of the start date.

Bids were not presented for board viewing as the two received were both too high for consideration. The process will be reopened and we are making direct contact with vendors for bids that are more in-line with the expectation (<\$20,000).

c. RFP Photography Services 2018-2019 First Read

An RFP for Photography Services 2018-2019 was advertised on mlwgs.com for sealed bids. A legal notice was also placed in the Richmond Times-Dispatch on Sunday, April. 29, 2018. The due date for bids is May 18, 2018.

MLWGS is receiving Proposals for student and school photography services for the 2018-2019 School Year, including an annual optional renewal of services. Vendors are asked to submit their Proposal for General School, Student, and Sports Photography Services. A summary of services is listed below (*see RFP for all details*); however, vendors are required to review and abide by all terms of the RFP. An optional, pre-bid meeting will be held on May 7th, 2018 at 2 PM in Room 153 for interested companies

Summary of Services

School and Student Photography Summary of Services

Senior Portraits Team Pictures
Freshman, Sophomores, Junior Portraits
Faculty/Staff Portraits
Electronic Reproduction of all pictures
All Dances (3) – Candid Shots
Senior Class Photo with caps and gowns
School Board and Superintendent Photo
Evening events: e.g., concerts, drama, etc

Sports Photography Summary of Services

Team Pictures
Team Action Shots: at least two athletic
events per varsity team

Bids to be received May 18, 2018. A recommendation for approval will be presented at the June 21, 2018 meeting.

d. Assignment of Reserve Funds FY18 First Read

The Governmental Accounting Standards Board statement 54 (GASB 54) establishes fund balance classifications and provides a hierarchy of spending constraints. MLWGS implemented GASB 54 beginning in FY 2011.

Under GASB 54, *Assigned fund balance* represents amounts *intended* to be used for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. Assigned fund balance also includes any portion of fund balance that will be incorporated into the subsequent year's budget. The governing body must take *formal action* that specifies to whom the delegation of authority to recommend fund balance assignments is given (i.e., the Director).

Unassigned fund balance represents resources remaining after all other classifications have been met, and that is available for any purpose.

It is estimated that on June 30, 2018 the General Fund balance will be \$_____ and the Capital Improvement Fund balance will be \$_____. I propose that by June 30, 2018 we move \$_____ from the General Fund to the Capital Improvement Fund which will bring the Capital Improvement Fund to \$_____, leaving \$_____ in the General Fund, \$_____ of which will be assigned to benefit reserve. That will leave a balance of \$_____ in unassigned reserve in the General Fund.

Draft audit numbers indicate reserve funds of +/-1.2 million and the Director plans to propose in June to move around 10% out to the CIP budget to begin to start some of the capital improvement projects. A discussion followed if 10% seemed reasonable. The Director responded that previous administrations seemed to retain +/- \$800,000 in reserve but he thought to keep \$900,000 felt safer given the age of the building and the potential for issues. Mr. Wright asked, 'isn't anything that could happen to the building be part of the CIP... replacements, new façade, resurfacing lots, etc.' Until this year there has been confusion as to what belongs in the operating budget and what in the CIP budget.

Dr. Lowerre stated he welcomes inquiry and detailed conversation about these matters as a collaboration to do what is best for the school.

Mr. Wright mentioned that Goochland went through a facility study this past year that states what is the useful lifespan of equipment and component parts that they found to be extremely useful. Now the County knows what to plan and budget for regarding replacement on its CIP. He suggested that a similar document could be very useful at MLWGS. Mr. Smith offered information stating our Facility Manager, Gene Roland, has used or created a plan internally [no outside vendor or third party study] of a needs assessment that was used to prepare our CIP.

Continuing, Dr. Myers asked; 'what is the comfortable amount to keep in reserve...it's hard to know.' In the divisions, if there was a catastrophe we'd be going to our counties. Mr. Wright asked what do large corporations do with this type of planning because no other school system has the ability to retain funds like this. He added, 'why don't we think about this,' as he thought the amount proposed by Dr. Lowerre is conservative and the \$800,000 would be more in line with what a corporation would do, but he didn't have enough knowledge of how we would manage a catastrophe in the future, who and how do we go to with our member organizations, and with that knowledge it may lead to a different opinion. Dr. Lowerre responded that MW and Appomattox GS are truly different and standalone systems when it comes to these matters.

Mrs. Ogburn noted that the school does have insurance coverage in the event of a catastrophe, but not for other events such as equipment or system failures. Dr. Myers agreed that \$800,000 sounded conservative as he was initially thinking let's spend a little more and get some of these projects done; however, on the other hand, last year New Kent spent a significant amount (\$720,000) to replace a school roof and that building was smaller than MW. So in the event of a similar situation, the reserve amount that would be left to cover a significant failure is not that much.

Mr. Wright added as a reference that 1.2 million currently in reserve is 15% of the budget. It's important to think about these things and figure out what we can do. Let's determine which items on the CIP are critical (Goochland classifies needs by tiers; ex: Tier 1, Tier 2).

Dr. Lowerre remarked that given what has happened with State funding, he has come to the understanding that a lot of what is needed will have to be done by ourselves [divisions]. Mrs. Ogburn suggested Dr. Lowerre reach out to Henrico's operations manager as a resource.

Dr. Lowerre stated his intent is to make sure we are leaving enough dollars in reserve to cover the unexpected.

Dr. Myers asked when the track was last resurfaced to which Mr. Smith responded it hasn't been touched since installation in 2001.

Approval with completed amounts will be sought at the Executive Board's June 21, 2018 meeting.

XIV. Information Items

- Student Leadership Week WordClouds from Dragon Input
- MW is Runner-Up at the Governor's Challenge in Economics & Personal Finance
- Robotics Mech Tech Dragons Team 422 Ends Successful Season at Worlds
- MW We the People Team Places 5th at Nationals
- MW at National High School Chess Championship

XV. Announcements/Additional Discussion

Mr. Wright asked if any of our participating divisions would consider carrying a legislative position to go in front of the entirety of the VSBA and thus become a VSBA position regarding Governor's School funding. Mrs. Ogburn responded she thought it was already a VSBA position from 2-3 years ago, but questioned if it continued as one. Mr. Wright stated a position doesn't change unless someone asks for it to change or its enacted. Perhaps there is an opportunity to tweak the position. Mrs. Ogburn will ask their legislative contact to keep this on their radar.

Dr. Lowerre added that funding for Governor's Schools is an issue but a different issue for the other sixteen members [besides MW and Appomattox] as they navigate community college funding and costs passed onto parents.

XVI. Adjournment of Regular Meeting

On motion by John Wright, seconded by Mickey Ogburn, this meeting was unanimously adjourned at 9:58 am.

Next Meeting – Executive Board

June 21, 2018, at 9:00 am. MLWGS, 1000 N. Lombardy St., Room 153, Richmond, VA 23220. 804-354-6800 x2190.

Michelle F. Ogburn, Vice-Chair

Robert Lowerre, Ph.D., Director

Minutes Recorded by:
Barbara Marshall, Regional Board Clerk