

MINUTES

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

Thursday, June 21, 2018

9:00 a.m.

I. Call to Order

Micky Ogburn, Vice-Chair of the Maggie L. Walker Governor's School Regional Board, called the meeting to order.

II. Moment of Silence

The Vice-Chair called for a moment of silence.

III. Pledge of Allegiance

The Executive School Board and visitors stood and 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
Ms. Gail Hardinge, *School Board*, New Kent Public Schools
Mr. Kenneth Pritchett, *School Board*, Petersburg 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. Carol Carter, **Superintendent**, King & Queen 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:

Dr. Wendy Ellis and Michael ‘Max’ Smith – MLWGS Administration
Lynn Reed, Matt McGuire, and David Bortz – MLWGS Staff
Eric Lowell – Outgoing SAC Chair
Peggy Feldmann and Andrew Brower – Richmond Parents, PTSA

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 Kenneth Pritchett, the minutes of the executive meeting of May 17, 2018, were unanimously approved.

VII. Recognitions

- In absentia: Dr. James Lane, newly appointment Virginia Superintendent of Public Instruction.
- Mr. Eric Lowell, outgoing SAC Chair, was recognized for his service to MLWGS.

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.

The following remarks were provided by Ms. Peggy Feldmann:

Good morning, my name is Peggy Feldmann, PTSA Advocacy. I’d like to give feedback after attending these meetings for the last 8 years. And, if I need it, I hope you will give me a little more time to convey my observations.

Unfortunately, over these 8 years, I have watched parents attend these meetings and leave very frustrated and disappointed. I am happy to say that is not the case for me, I am leaving optimistic – but until recently, I was worried I was going to leave in the frustrated/disappointed category and I have thought a lot about why. I hope I can provide the board with some insight and leave you with something to think about.

I have two main observations but before I get into those, I would like to reiterate a concern that was mentioned by the Class of ’18 at their graduation. Our family had five directors for our two children. Hopefully, with the hiring of Dr. Lowerre, stability and consistency in the

school administration will help move the school forward. Dr. Lowerre, please do not retire anytime soon...

Even without the numerous administration changes, the last 8 years have been interesting times for this school – the stagnation after the recession, the change to 2A for sports, and the realization that parents were funding maintenance of the gym floor, subsidizing the athletic department, paying, along with the senior class, for graduation, buying musical instruments, We the People, the list goes on. Most in this room know of the issues of MLWGS parents funding operational expenses that are fully funded at local high schools.

Here are my two observations on why parents, very dedicated and passionate parents, left MLWGS feeling frustrated, mad and disappointed over this board in the last 8 years:

1.) The Board never reacted or gave feedback about what the parents had to say during public comment. Parents were willing to dig into the financial aspects of the school, provide recommendations, network with GA, etc. yet never a discussion in this forum. In all the meetings I have attended, there were only two times that I remember a board member asking a question or substantially reflecting on a public comment. The first was on what can be worn at graduation, a subject that was not known by the board, brought forward by students and faculty. The second was this past January when Mrs. Ogburn stated that she would recommend adding the Governor's School funding issue to the Henrico legislative agenda. I want to personally thank Mrs. Ogburn as that one comment had a huge impact on whether I left MLWGS discouraged or optimistic. But just to note, that comment was made in January, when everyone here realizes that the *real* state budgeting season is in July and August at DOE. On the subject of previous discussions, the May 2018 executive board meeting, the one just last month, was by far **the best** meeting in my 8 years at MLWGS. Actual discussions and dialog on how to move the school forward took place, and I hope these will continue with meaningful actions coming out of future sessions. That one meeting is why I am optimistic and I want to thank all of you here but especially Ms. Barber and Mr. Wright. With children at this school, it is not surprising you take a deep interest. I hope all board members will remember what it was like to have their children in public schools and want the best for them.

2.) The board implemented hundreds of policies. In October of 2010, Dr. Morton stated that the school would spend 15-18 months implementing policies for the school. Policies, that as a program, are not required but are required as a high school. Over 100 months later, the school and this board are just about done. I am not in any way saying that implementation of these policies was not the right thing to do. I am retired military; I lived and operated by policies, standards, and guidelines. But remember where the school was in 2010, nine years into this building. Many of the parents who came to these meetings were multi-student parents who had been volunteering at this school for many years. They remembered the flexibility and fluidity of the classes and smaller student body. They knew they were being asked to provide resources beyond what a normal public high school would ask but they were happy to give because this school was a program, not a "high school". They felt restrained by the policies that would make the Governor's School program a Governor's School high school, and that is what the policies have accomplished. Again, I am not saying the policies are bad, and I want to recognize Mrs. Ayers for all of the great work she has put forth over the years in reviewing the policies from the surrounding localities. However, I would like to leave you with this thought: These policies have made MLWGS a high school, just like the high schools in your localities. MLWGS has truly become one of your high schools. I suggest each of you add it to your district listing, perhaps with a * by it. The school may have different classes and a different student body but so do many of your district high schools. It may not be physically located

near you but your students are here. Your local policies have become the policies of this school.

The noticeable difference is in the equality of the resources spent on each of your students at your high schools close to you as compared to your students at your high school here. It was so painfully last year to read in the executive summary of the Hanover School District budget that Hanover had “proudly fully funded all of their Maggie Walker slots”. While that is technically true, I think the average Hanover resident would be surprised to understand that means that only a portion of their Hanover per pupil resources came to this high school with their Hanover student.

In recent years, it is true that many of the parents funded operational costs, at least the most serious ones, have been picked up by the school. But with the recent decrease in funding from the state, new funding has to come from somewhere, either DOE/Governor/GA or the localities. There still is not a viable Capital Plan, VRS and health will go up, and the parents are still paying for a portion of the basic track. I hope each of you will lean in and take ownership of your responsibilities to **your** high school here on Lombardy Street.

Thank you. Go Dragons!

Mrs. Ogburn asked a follow-up question to Ms. Feldmann’s remarks, requesting an example of what parents are paying to fund at MW they are not paying for in their divisions. Ms. Feldmann suggested graduation, but with conversation, some board members indicated a similar funding structure was followed in their divisions for this event. Ms. Feldmann stated that for many years all the money raised by a particular class was used for their graduation service and when the PTSA realized that was how their monies were being spent they picked up part of that fee. Dr. Lowerre stated that a couple of years back with the addition of the [State] \$50 add-on per course per student, Administration decided to use part of those funds for graduation to relieve families of this expense.

Other examples offered by Ms. Feldmann were typical capital improvement projects.

The Vice-Chair thanked Ms. Feldmann for her time and service to MLWGS. Dr. Lowerre also commended Captain Feldmann for all her advocacy and work behind the scenes.

IX. Director’s Report

A. Verbal Updates

The Class of 2018

- o 180 Graduates
- o As a class, they have performed a total of 32,719 community service hours. This is an average of approximately 180 hours per student.
- o One student, Alexandra Barrett (Richmond City) had 574 hours of community service.
- o As a class, they earned a minimum of \$13,519,227 million in scholarship offers.
- o The average Grade Point Average was a 3.98 (this could change with final grades).

- o The average SAT score was 1419 and ACT was 31.
- o They are going to 75 different colleges, 107 are staying in-state, 69 are going out-of-state, and 8 students are planning to take a gap year. (Some are deferring a college acceptance and others are still exploring their options.)
- o Of the 107 staying in-state, 83 are going to one of these four state schools: The University of Virginia, The College of William & Mary, Virginia Tech, and Virginia Commonwealth University.
- o Eleven were National Merit Finalists and 49 more received Commendations in the National Merit Program. Four were offered National Merit Scholarships.
- o Nine were Presidential Scholar candidates.

MW Building Cleaning

Photographic evidence of the building exterior located on Lombardy Street was provided showing one-half cleaned and the dramatic difference between the two sides.

VA Budget/Funding Update

As anticipated, MLWGS lost State add-on funding with the adoption of the Virginia budget, requiring an amended school operating budget that will be presented at the August Board meeting. Of note, the budget previously adopted was slightly off (the Director underestimated State direct aide), but this adjustment will be offset by the loss of the \$289,000 add-on.

The City of Richmond has completed the MLWGS audits and we are awaiting the final certified copies. With these audits, the school has slightly more money in reserve than anticipated.

B. Coming Events

June 21, 2018, through August 16, 2018 (see page IX.b for details).

C. Year End School Advisory Report by Eric Lowell, Chair

Members of the Board and other friends of Maggie Walker, thank you for the opportunity to speak with you today.

My name is Eric Lowell and I have been associated with Maggie Walker for 7 years. My son graduated in 2015, and my daughter is now a rising senior.

For the last 3 years, I have had the honor to serve the school as a member of the School Advisory Council. This last year, I have been the Chair of the SAC.

Today, I would like to briefly tell you about some of our activities over the last year. I'd like both to provide you with some awareness of our work and to offer ourselves as a resource that the Board can utilize as needed.

The School Advisory Council is a cross-functional team of 19 members which includes faculty and staff, parents, students, a representative from the county gifted coordinators, and three appointments from Dr. Lowerre as Director. Last year and next year, these appointments have included an alumnus of the school. I commend this and recommend continuing to include a representative of the alumni in future appointments. Max and Barbara, whom you know, are also members of the SAC and have been key contributors in our work.

We primarily conduct our work in sub-committees. Here is a brief overview of our work this year:

Calendar Committee – Developed the school calendar for next year and provided feedback on the pros and cons of an early start to the school year.

Honor System Committee – Continued our support of the Honor Policy changes the Board implemented last year. We recommended some policy adjustments to refine the Honor Committee approach. We also provided feedback on the Honor Committee’s outreach and awareness program, “Living with Honor”.

Nominating Committee – We realized that the process to nominate members to the SAC was not clear. So, we’ve adjusted the By-Laws so that future teams will not have to recreate a reasonable process. Our new By-Laws are available to you for a first read today.

Marketing / Communications Committee – We finished work on a recruiting video in partnership with a VCU student and updated the introductory presentation for middle school students.

Technology Committee – Supported Jeff Hall’s and David Bortz’s evaluation of the 1:1 technology program. After assessing the pilot, we recommend not implementing a 1:1 program. However, we strongly supported providing equitable access to technology for any students in need.

Global Outreach Committee – We worked to help set up ongoing coordination of speaker needs between Maggie Walker, VCU, and U of R. Additionally, going into next year, we are supporting the Foundation’s speaker series which was enabled by a recent, and generous, alumni gift.

Next year, the School Advisory Council will be ably chaired by Cynthia Kostelecky, a Richmond City resident and a parent of a rising junior. The SCA team is being left in good hands.

In closing, please think about us, the School Advisory Council, when you have items that you feel would benefit from a diverse, cross-functional perspective. We are eager to continue our support.

And finally, thank you for all your support of Maggie Walker. It is a gem of a school. Actually, it is a local crown jewel and one of the greatest examples of regional cooperation that I know. It is truly an amazing place, and we are counting on you to keep it that way!

Thank you.

The Vice-Chair thanked Mr. Lowell for his service.

X. Unfinished Business

Mr. Wright stated that Goochland has sought out verbiage in support of changing State funding for Governor's Schools and is pushing that position out to the VSBA for broader support. Mrs. Ogburn remarked she thought this action should be incumbent upon all divisions and is making sure it's on Henrico's legislative lobbyist agenda. If we [the RSB] are unified in this push, it will be more effective.

Dr. Lowerre has assumed the Chairmanship of Friends of Virginia Governor's Schools and all nineteen are anticipated to be onboard for funding help from the State.

XI. Consent Items

On motion by John Wright, seconded by Harwood Hall, the following consent items were unanimously approved as a slate: June 2018 personnel actions, fiscal status reports of April 30, 2018, and the donations report of April 30, 2018.

XII. Action Items

a. IFB Parking Lot Sealing & Painting (Second 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 was 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.

The Director recommends that the Executive Board approve Total Asphalt for our parking lot maintenance contract in the summer of 2018. This contract is inclusive of a thorough cleaning of our lots, crack filling & repair, resealing of all surfaces, re-stripping of spots and painting of proper markings. The decision to select Total Asphalt was based on their bid being the lowest received, the scope of the work they agreed to, and the satisfaction of references submitted. The cost to the school is \$17,920. Three bids on the IFB were received and vetted by the Facilities Manager in consultation with the Assistant Director of Operations.

On a motion from John Wright, seconded by Kenneth Pritchett, a bid award for parking lot sealing and painting was unanimously approved for Total Asphalt.

b. RFP Photography Services 2018-2019 (Second 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 was May 18, 2018.

MLWGS received 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 was held on May 7th, 2018 at 2 PM in Room 153.

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

The Director recommended that Wendell Powell Studio is selected for the photography contractor in 2018-2019. The photography contract is inclusive of senior portrait sittings as well as underclassmen sittings. It also provides coverage for school events and athletics. The decision to select Wendell Powell was based on the quality of submitted work samples, the satisfaction of references submitted, and the overall value of photographic packages offered. There are no costs to the school. Four bids on the IFB were received and were vetted by a committee representing students, faculty, and our yearbook staff. Renewal of the contract is optional annually for up to three years.

Dr. Myers asked, did Wendell Powell submit a competitive bid? Mr. Smith responded that four bids were received, three local and one from a vendor on the Eastern Shore. Wendell Powell was selected by a committee that consisted of students, teachers, the athletic director, and the yearbook editor to assess value and quality. Pricing for packages was very similar from all vendors submitting but the committee felt Wendell Powell would give the extra mile to MLWGS and their value was slightly higher.

On a motion from Kenneth Pritchett, seconded by John Wright, the 2018-2019 photography services bid award was unanimously approved for Wendell Powell Studio.

c. Assignment of Reserve Funds FY18 (Second 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.

The Director recommends the following: It is estimated that on June 30, 2018, the *unaudited* General Fund Balance will be \$1,632,202 and the Capital Improvement Fund balance will be \$40,475. I propose that by June 30, 2018, we move \$200,000 from the General Fund to the Capital Improvement Fund which will bring the Capital Improvement Fund to \$240,475, leaving \$1,432,202 in the General Fund, \$1,100,000 of which will be assigned to benefit reserve. That will leave a balance of \$332,202 in unassigned reserve in the General Fund.

The Director indicated CIP funding (from the Capital Improvement Fund \$240,475) will allow the school to proceed with parking lot maintenance, exterior building cleaning and track resurfacing. The Athletic Boosters, PTSA, and the GS Foundation have offered to pay for half of the track resurfacing costs with the school covering the other half of this project. He added, the Finance Committee believes we should retain somewhere around 25% of the operating budget in reserve; however, this balance will be more in line with 13-14% and represents a compromise.

Mr. Wright asked if the \$1.1 million assigned to benefit reserve was suggested by the auditor? The Director stated that while this amount does seem high, historically it has been around this level. The theory is if everyone wanted to retire at the same time this balance would cover their buyouts. Mr. Wright agreed with the Director that this amount is probably overly conservative for short-term action but understood the requirements/rules.

Mr. Wright followed with a question regarding the remaining balance of \$332,000 in unassigned reserved... is this for the school's needs? The Director confirmed his inquiry and added this gives the school a small cushion; however, Dr. Lowerre doesn't anticipate using any of those funds, barring the unforeseen or out of the ordinary. The operating budget leaves a little bit of cushion if something arises we didn't anticipate. Mr. Wright stated if this was turn-back in a normal school system, this money would probably be used for one-time purchases or obligations. He followed by asking if there is a plan to work with staff to identify what could be handled with these funds. The Director responded that getting the track off the CIP alone is significant; however, the school has some technology obligations that still need to be taken care of. Everything being looked at is a one-off project and not something that needs to be sustained after the initial expense.

Mr. Wright question if there could be a point in the future to reallocate some of these funds into the CIP to handle future projects? Dr. Lowerre replied he would like to do that, but the Finance Committee has advised against such an action. If school finances improve in future years, he could definitely envision appropriating more dollars to the CIP. The Director added he really sees making progress this year on the CIP but Mr. Wright stated he was thinking more long-term needs.

Dr. Myers offered to put these items [Benefit Reserve, Unassigned Reserve, and CIP] on the next Superintendent's Steering Committee meeting in August and will have a conversation with the Finance Directors prior.

On a motion from John Wright, seconded by Harwood Hall, FY18 assignment of reserve funds was unanimously approved.

XIII. Materials for Board Review and/or Discussion

a. Policy Proposal (First Read)

The following is submitted to the Board for first read and review:

- Pol 1050 – School Advisory Council Bylaws *Amended*

Policy 1050 was vetted by the School Advisory Council.

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

b. Certification of the Crisis Manual 2018-2019 (First Read)

Each school board shall ensure that every school that it supervises shall develop a written school crisis, emergency management, and medical emergency response plan, consistent with the definition provided in this section. MLWGS has developed such a plan and it describes the components of a medical emergency response plan in coordination with local emergency medical services providers, the training of school personnel and students to respond to a life-threatening emergency, and the equipment required for this emergency response. The Regional School Board shall review this plan annually and has the authority to withhold or limit the review of any security plans and specific vulnerability assessment components as provided in subdivision 7 of §2.2-3705.2. The Superintendent (Director) shall certify in writing that review has taken place no later than August 31 of each year to the Virginia Center for School Safety VCSS.

The manual will be available for Board viewing at the August 2018 meeting. The existing Crisis Plan was originally approved by the Regional School Board on August 21, 2008. Unless otherwise noted, updates generally reflect personnel changes and vendor contact updates.

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

c. Annual Authorization of DOE Signatures 2018-2019 (First Read)

The Director advised that the Regional School Board be aware it will be necessary to designate a signature to be utilized in the absence of the Director for the Department of Education at its August 2018 meeting.

d. International Trip Proposal: United Kingdom December 2018

Led by Mr. Matt McGuire with a presentation to the Executive Board, the AP Comparative Government Interdisciplinary trip proposal is to London and Cardiff to learn about the Westminster Parliamentary system and to learn about the differences between United States/United Kingdom politics.

This trip is designed to accommodate a minimum of twelve students, and two chaperones plus the sponsor.

Estimate per Student Cost: \$1,800

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

XIV. Information Items

- Finance Minutes, June 7, 2018
- Niche Ranks MW #23 in National Best High Schools Ranking
- MW Sophomore is Semifinalist in the JFK Profile in Courage Essay Contest
- MW Track Finishes Strong with Championship Titles at State
- MW Girls Tennis Wins Team Title, Along with Singles and Doubles Champions
- MLWGS is a VHSL Wells Fargo Cup Recipient 2018, for the 5th Consecutive Year

XV. Announcements/Additional Discussion

None

XVI. Adjournment of Regular Meeting

On motion by John Wright, seconded by Harwood Hall, this meeting was unanimously adjourned at 9:57 am.

Next Meeting – Regional School Board

August 16, 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