

MINUTES

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

Thursday, May 21, 2020

9:07 a.m.

Due to the continuing State of Emergency in Virginia declared by Governor Ralph Northam to address a national health crisis related to COVID-19, there was no physical meeting of the Executive School Board. Instead, the Executive School Board met using the Zoom digital platform. The meeting was recorded and posted on the school website at its conclusion. The public was also offered a listen-only option using Free Conference Call service during the meeting.

I. Call to Order

John Wright acted as Chair until the arrival of Michelle Ogburn, of the Maggie L. Walker Governor's School Regional Board, called the meeting to order.

II. Moment of Silence

The Acting Chair called for a moment of silence.

III. Pledge of Allegiance

The Acting Chair called for a recital of the Pledge of Allegiance.

IV. Introductions

Each member is listed in alphabetical order by locality.

Present:

Mr. John Wright, *School Board*, Goochland County Public Schools
Mrs. Michelle 'Micky' Ogburn, *School Board*, Henrico County Public Schools (late arrival)
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. Amy Cashwell, *Superintendent*, Henrico County Public Schools
Dr. Carol Carter, *Superintendent*, King & Queen Public Schools
Dr. Robert Lowerre *Director*, Maggie L. Walker Governor's School
Mrs. Barbara Marshall, *Clerk*, Maggie L. Walker Governor's School

Not Required to be in Attendance:

Mr. Royce Paige, *School Board*, Charles City Public Schools
Ms. Debbie Bailey, *School Board*, Chesterfield County Public Schools
Mr. John Axselle, *School Board*, Hanover County Public Schools
Ms. Linda Hyslop, *School Board*, Hopewell Public Schools
Mrs. Valarie Ayers, *School Board*, Powhatan County Public Schools
Ms. Jill Andrews, *School Board*, Prince George Public Schools

Mr. Scott Barlow, *School Board*, Richmond Public Schools
Dr. David Gaston, *Superintendent*, Charles City Public Schools
Dr. Merv Daugherty, *Superintendent*, Chesterfield County Public Schools
Dr. Jeremy Raley, *Superintendent*, Goochland County Public Schools
Dr. Michael Gill, *Superintendent*, Hanover County Public Schools
Dr. Melody Hackney, *Superintendent*, Hopewell Public Schools
Mr. Brian Nichols, *Superintendent*, New Kent Public Schools
Dr. Maria Pitre-Martin, *Superintendent*, Petersburg Public Schools
Dr. Eric Jones, *Superintendent*, Powhatan County Public Schools
Dr. Lisa Pennycuff, *Superintendent*, Prince George Public Schools
Mr. Jason Kamras, *Superintendent*, Richmond Public Schools
Mrs. Megan Perez, *Deputy Clerk*, Maggie L. Walker Governor's

Also present:

Michael 'Max' Smith and Dr. Wendy Ellis– MLWGS Administration
Wendy DeGroat and David Bortz – MLWGS Staff
Suzannah Stora – GS Foundation

V. Approval of Agenda

On a motion by Sarah Barber, seconded by Harwood Hall, the agenda for this meeting was unanimously approved on a voice vote.

VI. Approval of Minutes

On a motion by Sarah Barber, seconded by Kenneth Pritchett, the minutes of the digital meeting of April 16, 2020, was approved on a unanimous voice vote.

VII. Recognitions

There were no recognitions.

VIII. Public Comments

No public comments were submitted to the Clerk for the board.

IX. Director's Report

A Verbal Update

- **Senior Awards Assembly:** The Senior Honors Assembly will not be held this year; however, the program will be created and seniors receiving awards will be notified and honored using our social media platforms.

- **Senior Night:** Senior night will be done virtually. Ms. Sheppard is working with the senior officers to collect photos and quotes. Voice overs will be done by faculty members and the entire presentation will be placed on our senior pages.
- **Yard Signs:** The PTSA is working on creating an opportunity for families to purchase yard signs to honor their seniors. More information from the PTSA should be available shortly.
- **Teacher Appreciation Week May 4-9. The director requested the following from our community:**
Although difficult to appreciate our faculty while social distancing, consider getting creative:
 - Record a message on their voicemail
 - Send a picture holding a sign
 - Email a virtual thank you card
 - Record a poem, song, or dance to send
 Be silly, think outside the box, and show your thanks.
- **Summer Facility Projects at MLWGS.** Original lights and poles from 2001 are being replaced on the athletic field. The lighting project is funded by school booster groups. The gymnasium bleacher repair project is under construction. And the custodial team has started on their routine summer super-cleanup of the building.
- **Audit Reports Status FY17 – FY19.** Dr. Lowerre reported he has been in touch with Richmond regarding past due audit reports and they stated they don't yet have reports for FY18 or FY19, and did not address the status of FY17. The Director requested his Assistant Director Mr. Max Smith directly contact the auditing firm for a status update which he did, but the firm hasn't responded yet.

The Director said he wasn't sure what the solution is to our ongoing audit problems beyond looking at a new fiscal agent who could facilitate timely reports to the Regional School Board. Per a request from the board, Dr. Lowerre is assembling a scope of service outline so a division may understand what would be needed to operate as the MLWGS fiscal agent. Fundamentally, a division would be required to process the movement of payroll monies (the school utilizes ADP to process payroll) using two federal ID tax numbers but for some divisions, that is just not a possibility due to the technical issues involved. Beyond this, essentially what is required is holding monies from tuition and state aid for which the division earns interest, and managing budget payments or monies cycling through cost accounts. We file all the paperwork but need the division to process payments.

The director added he has contacted everyone he possibly could within the City and now we are working on the accountants to find the log jam. Mr. Wright asked when did the second federal ID number come into play...is it the Foundation? Dr. Lowerre was not certain and would look into an answer. Mr. Wright commented it's important to note that not only has there been problems with the audits but also making sure everything is handled in the due course of business. The board would like to find a better path forward for the school.

- **VHSL Wells Fargo Cup Status** – VHSL has canceled the 2020 Wells Fargo Cup due to the cancellation of spring sports across Virginia. No cup will be awarded this year.

B *Coming Events*

May 21, 2020, through June 18, 2020

Thursday, May 21 st	Executive School Board Meeting, 9:00 am
Thursday, May 21 st – Friday, May 22 nd	AP Testing Continues Online
Monday, May 25 th	Holiday – Closed
Wednesday, June 3 rd	Tentative: Modified Graduation for the Class of 2020
Thursday, June 4 th	Tentative: Modified Graduation for the Class of 2020
	Finance Committee Meeting, 8:30 am
Thursday, June 10 th	Teacher Check-out 8:00 am – 4:00 pm
Friday, June 11 th	Teacher Check-out 8:00 am – 4:00 pm
Thursday, June 18 th	Executive School Board Meeting, 9:00 am, Room 153

C *Modified Graduation for the Class of 2020, June 3 & 4:*

We looked at several models, including the one used by Louisa County where individual graduations were done in their football stadium, and decided that the best way to give our students the opportunity to have their name called, walk across the stage in their cap and gown, be cheered by their family and faculty, and to maintain a safe social distance that was enforceable was to conduct the exercise at school. In this fashion, we could bring students into the building with limited guests, mark off the hall to keep everybody at a safe distance, decorate the auditorium, award their diploma, and have them exit the building to a cheering staff that maintained a safe distance from each other and the graduates. In addition, we would film the entire event, edit it, and rebroadcast it with speeches and performances at the time of the original graduation. By doing this, the student could watch the event with their friends and family in the safety of their homes.

While all of us wish that we could have celebrated the Class of 2020 in the traditional fashion, it is simply not possible at this time, and may not be possible in July or August. Until restrictions on gathering greater than 10 are lifted, we will find ourselves with the same set of circumstances that led to this decision. Even by conducting the graduation with this model, some students and faculty will be unable to participate due to health issues and compromised immunities.

D *Strategic Plan July 1, 2020 – June 30, 2025*

A new strategic plan has been completed and is being distributed to the committee for one last review. Dr. Lowerre plans to present the plan at the June Executive Board meeting with approval at the board’s August meeting. Board members will also be receiving a copy

via email after the team review. It's a solid plan resulting from a good process that was already in place and is adaptable to virtual or 'live' that should also work in alignment with requirements coming from the Governor's office regarding efforts to diversify our population and providing opportunities to underserved populations.

Mrs. Ogburn entered the meeting and the Clerk disconnected the listen-in line as no one was participating in the published number.

X. Unfinished Business

None.

XI. Consent Items

On a motion by John Wright, seconded by Sarah Barber, the following consent items were unanimously approved on a roll-call vote: May personnel actions, and the fiscal status reports of March 31, 2020.

The Donations Report February – March was not available for this meeting.

The Regional School Board roll-call vote is recorded here:

Mr. John D. Wright (Vice-Chair), Goochland County Schools	Aye
Mrs. Michelle Ogburn (Chair), Henrico County Schools	Aye
Ms. Harwood Hall, King and Queen Schools	Aye
Ms. Sarah Grier Barber, New Kent County Schools	Aye
Mr. Kenneth Pritchett, City of Petersburg Schools	Aye

XII. Action Items

a. Approval of the 2020-2021 Governor's School Foundation, Inc. Board of Directors (Second Read)

In nomination for a term of 3-years for new members are:

Brian Baird (Richmond)
Brad Ewald (Richmond)
Adam Powers '10 Alum (Richmond/Chesterfield)
Emily Stegmaier Winbigler '00 Alum (Chesterfield)

Rolling off the board are Bill Benos, Liz Blue, and Marianne Macon.

Officer Nominations: Ginger O'Neil – Chair, Cynthia Kostelecky – Vice-Chair, Karen Setzer – Treasurer, and Jewel Caven – Secretary.

On a motion by John Wright, seconded by Sarah Barber, the GS Foundation Board membership 2020-2021 was unanimously approved on a roll-call vote:

The Regional School Board roll-call vote is recorded here:

Mr. John D. Wright (Vice-Chair), Goochland County Schools	Aye
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Mrs. Michelle Ogburn (Chair), Henrico County Schools	Aye
Ms. Harwood Hall, King and Queen Schools	Aye
Ms. Sarah Grier Barber, New Kent County Schools	Aye
Mr. Kenneth Pritchett, City of Petersburg Schools	Aye

XIII. Items for Board Review and/or Discussion

a. Assignment of Reserve Funds FY20

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, the *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, 2020 the General Fund balance will be \$_____ and the Capital Improvement Fund balance will be \$_____. I propose that by June 30, 2020 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.

Assignment of reserved fund totals for FY20 will be provided and approval sought at the Board's Executive Committee June 2020 meeting.

b. Textbook Adoption

The MLWGS textbook adoption process for implementation in 2020-2021 followed proper protocol.

The following was posted to the mlwgs website on March 3, 2020:

A public comment period will be open until April 3 for the adoption of new textbooks in the following courses: Molecular Biology, Data Analytics, and Art IV & V. Textbooks for review and accompanying comment forms will be available in the MLWGS library through the public comment period.

Descriptive textbook detail with a budget of \$100,431 is provided to the Board by Dr. Wendy Ellis.

Textbook approval for 2020-2021 as detailed in the document provided by Dr. Ellis will be sought at the Board's Executive Committee June 2020 meeting.

XIV. Information

- MLWGS We the People team takes 3rd Place at National Finals
- (4) MLWGS students start Project Engage RVA – online learning to engage elementary students
- Mech Tech Dragons team (robotics) earns First Chesapeake Virtual Chairman's Award for Blacksburg Event

XV. Announcements

Mrs. Ogburn asked for an update concerning online learning for Maggie Walker students. Dr. Lowerre advised there had been a wide variety of engagement before the decision to stop counting assignments for grades from the DOE. Many students continued with their assignments after that, but particularly with the seniors, they dropped off. He added the school will prepare for the worst next year and is putting into place a more robust delivery system for instruction. However, our team did a really good job given the limited notice they were given.

XVI. Adjournment

On a motion by John Wright, seconded by Kenneth Pritchett, this meeting was at 9:41 am.

The next scheduled meeting: Executive Board, June 18, 2020.

Michelle Ogburn, Chair

Robert Lowerre, Ph.D., Director

Minutes Recorded by:
Barbara Marshall, Regional Board Clerk