

## MINUTES

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

Thursday, August 21, 2025

9:00 a.m.

### I. Call to Order

Dr. James Taylor, 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 stood and recited the Pledge of Allegiance.

### IV. Introductions

Each member is listed in alphabetical order by locality.

#### **Present:**

Ms. Meredith Moses, *School Board*, Goochland County Public Schools

Mr. Kenneth Pritchett, *School Board*, Petersburg Public Schools

Dr. James Taylor, *School Board*, Powhatan County Public Schools

Ms. Kathryn Ricard, *School Board*, Richmond Public Schools

Dr. Beth Teigen, **Superintendent**, Powhatan County Public Schools

Ms. Kristin Janssen, **Executive Director**, Maggie L. Walker Governor's School (with a welcome from the Chair)

Ms. Barbara Marshall, **Board Clerk**, Maggie L. Walker Governor's School

Mr. Lucas Veale, **Deputy Clerk**, Maggie L. Walker Governor's School

#### **Also present:**

Dr. Max Smith and Dr. Lisa Williams – Assistant Directors

Wendy DeGroat and David Bortz– MLWGS Staff

#### **Absent:**

Ms. Heather Donbrosky, *School Board*, New Kent Public Schools

#### **Not Required to be in Attendance:**

Ms. Marchelle Hampton, *School Board*, Charles City Public Schools

Ms. Lisa Hudgins, *School Board*, Chesterfield County Public Schools

Ms. Debbie Walwer, *School Board*, Colonial Heights Public Schools

Ms. Mary Benjamin, ***School Board***, Dinwiddie Public Schools  
Ms. Whitney Welsh, ***School Board***, Hanover County Public Schools  
Ms. Alicia Atkins, ***School Board***, Henrico County Public Schools  
Ms. Linda Hyslop, ***School Board***, Hopewell Public Schools  
Ms. Harwood Hall, ***School Board***, King & Queen Public  
Ms. Jill Andrews, ***School Board***, Prince George Public Schools

Dr. Katina Otey, **Superintendent**, Charles City Public Schools  
Dr. John Murray, **Superintendent**, Chesterfield County Public Schools  
Mr. Travis Ridley, **Superintendent**, Colonial Heights Public Schools  
Dr. Kari Weston, **Superintendent**, Dinwiddie Public Schools  
Dr. Andrew Armstrong, **Superintendent**, Goochland County Public Schools  
Dr. Lisa Pennycuff, **Superintendent**, Hanover County Public Schools  
Dr. Amy Cashwell, **Superintendent**, Henrico County Public Schools  
Dr. Melody Hackney, **Superintendent**, Hopewell Public Schools  
Dr. Brian Nichols, **Superintendent**, New Kent Public Schools  
Ms. Yolanda Brown, **Superintendent**, Petersburg Public Schools  
Dr. Wayne Lyle, **Acting Superintendent**, Prince George Public Schools  
Mr. Jason Kamras, **Superintendent**, Richmond Public Schools

**V.a Approval for Board Member(s) to Participate in this Meeting Remotely**

**I. Quorum Physically Assembled**

- A. The Regional School Board may conduct any meeting wherein the public business is discussed or transacted through electronic communication means if 1) on or before the day of a meeting, a member of the Regional School Board notifies the chair that such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance or that such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter; and 2) **the Regional School Board approves the member's participation by a majority vote of the members present at the primary or central meeting location.**

No action was needed, and there were no requests for remote participation.

**V.b Approval of Agenda**

On a motion by Meredith Moses, seconded by Kenneth Pritchett, the agenda for this meeting was unanimously approved on a voice vote.

**VI. Approval of Minutes**

On a motion by Kathryn Ricard, seconded by Meredith Moses, the minutes of the June 12, 2025, Executive Board meeting and the Special Meeting of the Regional Board on June 17, 2025, were unanimously approved on a voice vote.

## VII. Recognitions

- **The 2025 VHSL State Championship Girls' Tennis team** and coach Matthew Ruskan, were recognized.

On Thursday, June 12, the Maggie Walker girls' tennis team secured the Class 3 VHSL state championship with a 5-1 victory over Western Albemarle. This marks our fourth consecutive state championship and capped off our third straight undefeated season. Additionally, on the previous day, Martina Ribera '25 (Chesterfield) and Ella Wiatt '26 (Goochland) claimed their second consecutive Class 3 doubles state championship. Martina finished as the runner-up in the Class 3 singles state championship.

- **Scheduled, but unable to attend this meeting were: The MLWGS Band and Orchestra, who earned VA Honor Program Distinctions, along with Allison Barnes and Nicholas Merillat, teachers. They were recognized with a round of applause.**

Mrs. Janssen reviewed their achievement for the board.

The band and orchestra programs both earned *Virginia Honor Program* distinctions from the Virginia Band and Orchestra Directors Association (VBODA). The honors are reserved for programs that earn superior ratings at concert assessment, solo and ensemble, jazz assessments, and have students accepted into regional and state events. The school will receive two official plaques from VBODA to commemorate the accomplishment. It is difficult to achieve, and the first time our school has earned the distinction!

## VIII. Public Comments

The following remarks were provided and read live by Wendy DeGroat:

Good morning, Dr. Taylor, members of the Board, Dr. Teigen, colleagues, and guests.

My name is Wendy DeGroat and I'm in my 19th year as the MLWGS librarian. I'm here to follow up on public remarks I made in February.

I made two requests back then: refrain from sending us an interim Director, and restore us to full admin staffing for this school year. You did both. I'm deeply grateful and look forward to working with Ms. Janssen and supporting her as our new Director.

Thank you.

I'm also here to thank Dr. Smith and Dr. Williams for navigating our MLWGS ship, not only from mid-December '24 to June '25, but also through more than three years of rough waters while Dr. Lowerre waged his brave battle against cancer.

Dr. Smith served as Acting Director during both of Dr. Lowerre's leaves of absence, leading MLWGS in spring '23, including for graduation, and for the opening AND closing of last school year.

While fulfilling the significant responsibilities of that role, he managed the budget, negotiated insurance rates, spearheaded the initiative to reduce the teacher salary gap between MLWGS and our participating districts, worked with Mr. Bortz, our CTO, to bring the 1:1 initiative that launched this month from idea to reality, shepherded the new freshman course, MLWGS 101, from its pilot to year two, and continued to coordinate the faculty subcommittee structure he helped launch in September '21.

Dr. Williams, who became Assistant Director around the same time that Dr. Lowerre received his first diagnosis, provided significant leadership over these same years, managing teacher licensure, developing and coordinating professional development centered on cultural competency, growth mindset, and equity, collaborating with Mr. Brown, our Social Studies chair, to attract a more diverse pool of candidates for faculty openings, and working with teachers Ms. Voight and Ms. Lee to improve faculty onboarding and initiate a teacher mentorship program. She also kept our eye on the ball in striving to ensure that every student feels seen, included, and valued as a member of our MLWGS community.

Together, Dr. Smith and Dr. Williams also handled discipline referrals that skyrocketed in the wake of ChatGPT's public launch almost 3 years ago.

And through the grief that buffeted our school after the death of Mr. Austen, one of our Physics teachers, and then Dr. Lowerre, they remained calm, compassionate, and courageous, staying present to our community even though they were grieving too.

I imagine you have found your own ways as a Board to thank them for their leadership, but I still wanted to share how grateful I am for all they did to guide MLWGS through the storm.

Dr. Smith and Dr. Williams—thank you both.

Dr. Smith and Dr. Smith thanked Ms. DeGroat for her remarks and recognition of the past difficult times. The Chair was also grateful for their service.

## **IX. Consent Items**

During the discussion, Ms. Moses asked to clarify if the board approves personnel, to which Mr. Pritchett responded Yes, the board approves everything under consent.

Ms. Ricard mentioned that RPS has reached a point in the outstanding MLWGS audits where the only information needed to move forward must be provided by the school. Everyone involved aims to complete this process by the end of the year, and they are ready and willing to finish it. Ms. Janssen also shared that during her initial days as the executive director, Richmond personnel came in to assist her in learning various tasks, as it was clear that support was needed. This topic will be discussed further later in the meeting.

Dr. Taylor asked if we would be able to provide the missing documents to RPS. Mrs. Janssen replied that they are on the way, but we are also managing the current year's needs. However, the business manager has resumed the process of submitting the documents.

On a motion by Meredith Moses to approve the consent items as a slate, seconded by Kenneth Pritchett, the following items were unanimously approved by the Executive School Board on a

voice vote: personnel actions, fiscal status reports for June and July 2025, and the donation reports for June and July 2025.

## **X. Action Items**

### **a. Annual Authorization of DOE Signatures 2025-2026 – *Second Read***

The executive director recommended authorization for Dr. Michael Smith to be the necessary designee signature utilized in the absence of the executive director for the Virginia Department of Education through August 31, 2026.

On a motion by Meredith Moses, seconded by Kenneth Pritchett, VDOE signature authorization for Dr. Michael Smith in the absence of the executive director was unanimously approved by the Executive School Board on a voice vote.

### **b. Certification of the 2025-2026 Crisis Manual – *Second 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 (Executive 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 existing Crisis Plan was originally approved by the Regional School Board on August 21, 2008.**

#### **Record of Updates\* to Plan**

<b>Date</b>	<b>Page(s)</b>	<b>Updates to Plan</b>	<b>Reason for Update</b>
6/30/25	Cover	Dates	New Dates
6/30/25	1	Record of Distribution	New Dates
6/30/25	10	Critical Phone Numbers	New Personnel
7/1/25	All	Director to Executive Director	New Title
7/1/25	All	Superintendent to Chairman Regional School Board	Reflects accuracy

Revisions are reviewed and approved by the School Board annually.

Necessary updates and revisions to this plan will be made whenever:

- Experience with crises or from exercises or drills reveals deficiencies or shortfalls.
- Community conditions impact school change.
- Applicable legal and/or regulatory requirements related to crisis management change.

On a motion by Kathryn Ricard, seconded by Meredith Moses, the Executive School Board unanimously approved on a voice vote updates to the adopted MLWGS Crisis Plan for certification to the Department of Criminal Justice Services (DCJS) by August 31, 2025.

**c. 2025-2026 Student Handbook – *Second Read***

The executive director requested approval for updates to the following sections of the Student Handbook as listed below, but noted formatting between programs changed the actual page numbers, and almost all listed are one number off.

Over the summer, updates to the student handbook took place. Ms. Janssen, Dr. Smith, and Dr. Williams, conducted a comprehensive review. The Counseling Department, School Social Worker, and Leadership Team were asked for input. Below is a summary of the substantive changes.

- Significant Revisions/Additions:
- -Page 8: Inclusion of the Assessment Guidelines given to teachers along with the student work request ticket
- -Page 11 & Page 17: Inclusion of a reminder that all documentation to excuse an absence must be turned in within 3 days, otherwise the absence is permanently marked unexcused. This may impact exam exemption
- -Page 15: Revisions to the phone usage language. Phones can no longer be used in transitions or study halls. Codifies that the first offense is a warning.
- -Page 21: Addition of an explicit prohibition on the use of Generative Artificial Intelligence unless expressly permitted by the instructor. Specific boundaries must be provided in writing and expressed verbally by the teacher.
- -Page 22: Expanded detail on consequences of honor infractions for first, second, and third offense based on school policy #4000.
- -Page 23: Expanded detail on procedures for lost and found items of high value and donation of items not claimed within 2 weeks.
- -Page 59: Reminder of the proper procedures for leaving school grounds and the potential consequences if these procedures are not followed.
- -Page 62: Expanded detail on procedures for work detail and when it is employed in disciplinary cases.

Ms Moses made a motion to table approval of the student handbook until the board can discuss the cell phone policy in section XIII, seconded by Kenneth Pritchett, and unanimously approved on a voice vote.

Revisit the outcome after XIII.a.

**d. Health and Dental Contracts 2025-2026 – *Second Read***

Technical assistance was provided by Scott Eastman, Faison Group, a benefits consulting firm.

The final healthcare renewal proposed by Anthem would incur an 8.94% increase. This is below budget projections (10%) and well below market trends for an organization of our size (15.0%).

The product for Anthem's mid-level coverage plan remains largely the same (87.1% of our employees are on this plan). The same is true for the products for the high and low-level plans. Vision rates and products remain the same. Dental rates increased slightly (3.0%) All employees will see the same monthly premiums as last year.

Scott Eastman, Faison Group, a benefits consulting firm provided technical assistance. Maggie Walker currently offers the following fully-insured healthcare options from Anthem Insurance: a high-level coverage plan (Keycare 30 1000/30%/5000), a mid-level coverage plan (HK POS OA 25/20%/4500), and a low-level coverage plan (HK POS OA 25 500/30%/5000) for employees and retirees\*. Anthem Vision and Dental are also offered for employees and retirees\*.

Open enrollment for employees is scheduled for September. Detailed information, as well as group meetings describing the benefit plans will be available to our employees to assist them in making an informed decision.

The new plan year begins October 1, 2025.

\*No school-paid subsidy is provided for retirees who contribute 100% premium.

Maggie L. Walker Gov.'s School  
Anthem Health, Dental, Vision\* 2025-2026  
\*(Anthem Health vision coverage is a voluntary stand-alone benefit)

Keycare 30 1000/30%/ 5000											School Contr. Health Mo	School Contr. Health /Yr	Employee Semi-Monthly Health	Employee Semi-Monthly Dental
#	Health Only	Dental Only	Health & Dental	% subsidy	School Contr. Health	School Contr. Dental	Employee Cont. Health only	Employee Cont. Dental only	Employee Cont. H&D					
Employee Only	1	\$921.73	\$ 39.64	\$ 961.37	95%	\$ 878.67	\$ 37.43	\$ 43.06	\$ 2.21	\$ 45.27	\$ 878.67	\$ 10,544.04	\$ 21.53	\$ 1.11
Employee & Child	0	\$1,259.08	\$ 96.03	\$ 1,355.11	84%	\$ 1,060.65	\$ 82.81	\$ 198.43	\$ 13.22	\$ 211.65	\$ -	\$ -	\$ 99.21	\$ 6.61
Employee & Children	0	\$1,873.87	\$ 96.03	\$ 1,969.90	83%	\$ 1,563.75	\$ 82.81	\$ 310.12	\$ 13.22	\$ 323.34	\$ -	\$ -	\$ 155.06	\$ 6.61
Employee & Spouse	0	\$2,064.67	\$ 80.94	\$ 2,145.61	81%	\$ 1,672.68	\$ 67.84	\$ 391.99	\$ 13.10	\$ 405.09	\$ -	\$ -	\$ 196.00	\$ 6.55
Employee & Family	0	\$2,843.53	\$ 140.37	\$ 2,983.90	76%	\$ 2,159.50	\$ 110.58	\$ 684.03	\$ 29.79	\$ 713.82	\$ -	\$ -	\$ 342.02	\$ 14.90
Total	1										\$ 878.67	\$ 10,544.04		

  

HK POS OA 25/20%/ 4500 (72SE)											School Contr. Health Mo	School Contr. Health /Yr	Employee Semi-Monthly Health	Employee Semi-Monthly Dental
#	Health Only	Dental Only	Health & Dental	% subsidy	School Contr. Health	School Contr. Dental	Employee Cont. Health only	Employee Cont. Dental only	Employee Cont. H&D					
Employee Only	36	\$897.08	\$ 39.64	\$ 936.72	98%	\$ 878.67	\$ 37.43	\$ 18.41	\$ 2.21	\$ 20.62	\$31,832.12	\$ 379,585.44	\$ 9.21	\$ 1.11
Employee & Child	5	\$1,225.41	\$ 96.03	\$ 1,321.44	87%	\$ 1,060.65	\$ 82.81	\$ 164.76	\$ 13.22	\$ 177.98	\$ 5,303.25	\$ 63,639.00	\$ 82.38	\$ 6.61
Employee & Children	2	\$1,823.76	\$ 96.03	\$ 1,919.79	86%	\$ 1,563.75	\$ 82.81	\$ 260.01	\$ 13.22	\$ 273.23	\$ 3,127.50	\$ 37,530.00	\$ 130.01	\$ 6.61
Employee & Spouse	8	\$2,009.45	\$ 80.94	\$ 2,090.39	83%	\$ 1,672.68	\$ 67.84	\$ 336.77	\$ 13.10	\$ 349.87	\$13,381.44	\$ 160,577.28	\$ 168.39	\$ 6.55
Employee & Family	10	\$2,767.48	\$ 140.37	\$ 2,907.85	78%	\$ 2,159.50	\$ 110.58	\$ 607.98	\$ 29.79	\$ 637.77	\$21,595.00	\$ 259,140.00	\$ 303.99	\$ 14.90
Total	61										\$75,039.31	\$ 900,471.72		

  

HK POS OA 30 1000/30%/ 5000											School Contr. Health Mo	School Contr. Health /Yr	Employee Semi-Monthly Health	Employee Semi-Monthly Dental
#	Health Only	Dental Only	Health & Dental	% subsidy	School Contr. Health	School Contr. Dental	Employee Cont. Health only	Employee Cont. Dental only	Employee Cont. H&D					
Employee Only	7	\$848.33	\$ 39.64	\$ 887.97	100%	\$ 848.33	\$ 37.43	\$ -	\$ 2.21	\$ 2.21	\$ 5,938.31	\$ 71,259.72	\$ -	\$ 1.11
Employee & Child	1	\$1,158.82	\$ 96.03	\$ 1,254.85	92%	\$ 1,060.65	\$ 82.81	\$ 98.17	\$ 13.22	\$ 111.39	\$ 1,060.65	\$ 12,727.80	\$ 49.08	\$ 6.61
Employee & Children	0	\$1,724.65	\$ 96.03	\$ 1,820.68	91%	\$ 1,563.75	\$ 82.81	\$ 160.90	\$ 13.22	\$ 174.12	\$ -	\$ -	\$ 80.45	\$ 6.61
Employee & Spouse	0	\$1,900.26	\$ 80.94	\$ 1,981.20	88%	\$ 1,672.68	\$ 67.84	\$ 227.58	\$ 13.10	\$ 240.68	\$ -	\$ -	\$ 113.79	\$ 6.55
Employee & Family	0	\$2,617.09	\$ 140.37	\$ 2,757.46	83%	\$ 2,159.50	\$ 110.58	\$ 457.59	\$ 29.79	\$ 487.38	\$ -	\$ -	\$ 228.80	\$ 14.90
Total	8										\$ 6,998.96	\$ 83,987.52		

  

Renewal Anthem Dental Classic					School Contr. Dental	Employee Cont. Dental
	Renewal Anthem Dental	% subsidy	School Contr. Dental	Employee Cont. Dental		
Employee Only	38	\$ 39.64	94%	\$ 37.43	\$ 2.21	
Employee & Child(ren)	9	\$ 96.03	86%	\$ 82.81	\$ 13.22	
Employee & Spouse	8	\$ 80.94	84%	\$ 67.84	\$ 13.10	
Employee & Family	15	\$ 140.37	79%	\$ 110.58	\$ 29.79	
Total	70					

  

Anthem Vision					School Cont. Vision	Employee Cont Vision
	Anthem Vision	% Subsidy	School Cont. Vision	Employee Cont Vision		
Employee Only	33	\$4.88	100%	\$ 4.88	\$0.00	
Employee & Child	1	\$8.19	86%	\$ 7.04	\$1.15	
Employee & Child(ren)	8	\$9.36	86%	\$ 8.05	\$1.31	
Employee & Spouse	10	\$8.19	85%	\$ 6.96	\$1.23	
Family	16	\$13.62	78%	\$ 10.62	\$3.00	
Total	68					

  

Total Health	70					
Total Dental	70					

  

Monthly			Yearly		
Health Care Cost	\$	82,916.94	\$	995,003.28	
Dental Care Cost	\$	4,369.05	\$	52,428.60	
Vision Care Cost	\$	465.47	\$	5,585.67	
Total	\$	87,751.46	\$	1,053,017.55	
Total H-C Budget FY24	\$	91,666.67	\$	1,100,000.00	
Budget +/-	\$	3,915.20	\$	46,982.45	

On a motion from Meredith Moses, seconded by Kathryn Ricard, the health, vision, and dental rate renewals for 2025-2026 were approved by the Executive School Board on a unanimous voice vote.

**e. International Trip Proposal to Spain, Spring 2026, by Alecia Nichols–**

This ten-day trip will include stops in Madrid, Toledo, Granada, Sevilla, Cordoba, and Barcelona.

The students will have the opportunity to interact with locals and gain exposure to the unique Castilian dialect of Spanish, as our private tours will be 50-75% in Spanish, and only 25-50% in English. Second, the content of the tours will highlight the interactions between the ideologies of the three major Abrahamic religions as manifested in architecture, art, cuisine, and customary practices such as bullfighting and flamenco dance. Specifically, we will visit Spain's most famous cathedrals, synagogues, and mosques as well as the neighborhoods claimed by each ethnoreligious community while also engaging in hands-on cooking and art workshops.

Estimate per Student Cost (15-20 students): \$5,226.00

Chaperones TBD

On a motion from Kenneth Pritchett, seconded by Meredith Moses, the trip proposal by Alecia Nichols to Spain over spring break 2026 was approved by the Executive School Board on a unanimous voice vote.

**f. Food Service Contract 2025-2026 – Waive First Read Requested**

An RFP for [Food Service Contract 2025-2026](#) #2025-FS was advertised on mlwgs.com for sealed bids on July 1, 2025. A legal notice was also placed in the Richmond Times-Dispatch on July 23, 2025, and also ran through their online service. Vending operations are not part of this RFP.

History:

“The current Memorandum of Agreement (MOA), which was implemented due to MWGS not having solicited for food services since 2009, expired on May 30, 2025. I strongly recommend reaching out to your legal team for additional guidance based on your charter's policies.

While I'm not fully familiar with your charter's specific requirements regarding adherence to the Virginia Public Procurement Act, one potential solution during the solicitation phase could be to initiate an emergency request.” Tomika Easter-Hayden and Lynn Bragga, RPS.

Timeline:

- Pre-submission conference: August 1, 2025
- Proposal Submission Deadline: [August 8, 2025](#) (1 bid received from Serve1)
- Cafeteria Opens: August 18, 2025
- Cafeteria Operation Closes June 1, 2026

Mrs. Janssen stated that managing food services at Maggie Walker has been an ongoing challenge. This year, approximately 70 students have applied for free meal services. The current vendor does not participate in any of the federal SNAP benefits, and Maggie Walker is not connected to any divisions providing food services. As a result, the school has been absorbing the costs of the meals, as it is essential for our children to eat.

When we issued the Request for Proposal (RFP), we received only one bid from the current vendor. We are seeking approval to continue working with this vendor, but we recognize that we need to collaborate as a team to find a resolution. Mrs. Janssen asked each member division to take the current forms we are receiving to process for reimbursement so that we can recover some of the meal costs.

Additionally, Mrs. Janssen suggested enlisting the help of a representative from Chesterfield to work with us and the current vendor to obtain federal approval, which would be the simplest solution. If that is not feasible, we will need to explore further options and bring the matter back to the board.

In response to Ms. Moses's questions, Mrs. Janssen explained that the situation can be complicated, as some school districts provide free meals to all students without requiring a completed form. This can be confusing for families, depending on the area they come from. Dr. Teigen added that CodeRVA has food services provided through Henrico Public Schools, which acts as their fiscal agent, while ARGS relies on vending machines that offer both hot and cold food items.

Dr. Williams added MW is a program, as demonstrated by our test scores going back to the home divisions, so as a program, we need to send a request for compensation (*to the divisions*). We are prohibited from asking for personal information from families; we can only provide students with applications – and potentially all of the students could turn in these forms. That's our dilemma, and if we could get some compensation, that would help us greatly. She added, I would like to take a year to explore our options and consider this action as a placeholder.

Ms. Moses inquired whether a vote is needed today regarding this matter. Dr. Williams replied that while it would benefit us for the current school year, we need to reevaluate our program for the long term. Ms. Moses clarified that she is only one member of the Goochland School Board and cannot make decisions on behalf of the entire board. Mr. Pritchett suggested that this issue should be addressed by the superintendents. Dr. Tiegen agreed but emphasized that it ultimately must return to the division boards for consensus.

Mrs. Janssen was tasked to prepare a proposal for the superintendents, and if in agreement, will then present it to their respective boards.

Dr. Taylor stipulated that should the divisions reject a proposal, MW will have to incorporate these costs into next year's budget. Dr. Teigen asked if it was built in the current budget, with Dr. Smith indicating it was, but would be insufficient to cover costs to the school. Dr. Williams already has a large stack of applications for this year.

Ms. Moses made a motion to table this item until the September board meeting, seconded by Kathryn Ricard, approval the food service provider for 2025-2026 was tabled until the September meeting.

**g. Executive Director's Proposal for Employment Position(s) Realignment – Waive First Read Requested**

Mrs. Janssen shared that with the one resignation, it provided a pocket of money to be utilized in a possibly different fashion, so she is proposing to add a full-time finance and operations

coordinator to assist with daily and divisional operations. It appeared to be a need early on, but we didn't have the funding. The investment in this person should result in immediate results.

The proposal follows:

#### Purpose

This proposal outlines a strategic reallocation of existing funds to address critical operational gaps in school-based financial management, student engagement coordination, culturally responsive leadership, and instructional staff support. The departure of the Student Engagement Specialist, along with internal efficiencies within the technology and administrative support structures, presents an opportunity to realign roles and funding to better serve our students, staff, and community without increasing our overall budget.

#### Available Funding (Previously Allocated Funds)

##### Source Amount

Student Engagement Specialist (Vacated) \$64,000

Technology Department Consolidation Savings \$10,000

Administrative Aide Position (Held)

Total Reallocated Funds Available \$74,000

Other needed funds to cover the remainder of the cost and insurance will come out of the insurance built in buffer.

#### Proposal Overview

##### 1. Creation of a School-Based Financial & Operations Coordinator (Immediate External Post)

10-Month, Full-Time Position | \$70,000 Salary

##### Rationale:

The complexity of operating a hybrid instructional model, layered with student activity coordination, compliance-based fiscal oversight, and decentralized purchasing, has placed unsustainable strain on our current administrative infrastructure. The new position will absorb the following high-need responsibilities:

- Management of student activities and related finances
- Oversight of student fees and fund collection
- Execution and tracking of all Amazon and purchase orders
- Liaison to the school's fiscal partner while supporting internal audits and reconciliation
- Serve as the operational "anchor" for school-based finance, freeing the existing finance officer to focus on divisional, audit, and policy compliance with RPS

##### Impact:

This strategic investment will strengthen internal controls, reduce purchasing bottlenecks, and ensure a streamlined experience for families, teachers, and vendors. It also enables the current finance staff to pivot fully into audit readiness, long-term planning, and district-level fiscal alignment.

##### 2. Culturally Responsive Practice Stipend (Pending approval: Internal Posted Leadership Role)

Annual Stipend | \$4,000

**Rationale:**

There is a clear need for sustained, embedded leadership in culturally responsive programming.

Rather than outsourcing this work or assigning it episodically, we propose establishing a compensated internal role that supports:

- Moore Street Project development
- Leadership of Multicultural Day and all recognized heritage month activities
- Facilitation of quarterly professional development on equity and inclusion
- Staff consultation for culturally responsive strategies and classroom practices

**Impact:**

A recurring stipend allows continuity of programming, supports teacher leadership, and signals institutional commitment to equity. This model leverages existing talent while avoiding long-term salary obligations.

**3. Core Department Head Incentive: Middle School Outreach Recruitment Pilot**  
One-Time Bonus |  $\$500 \times 5 = \$2,500$

**Rationale:**

To support our new pilot initiative aimed at expanding outreach to middle schools, each core department head will be asked to participate in two recruitment events annually. These events are part of a strategic push to diversify and broaden the incoming applicant pool for Maggie L. Walker Governor's School.

**Impact:**

This bonus recognizes the additional time and effort required to represent our school and programs at external recruitment events. It also helps ensure consistency and quality in messaging as we engage prospective students and families in their own communities.

**4. VCU Dual Enrollment Liaison Stipend**  
Annual Stipend | \$1,500

**Rationale:**

In alignment with the Virginia Department of Education's priorities and the evolving needs of our student body, we propose a stipend to support the expansion of the VCU Dual Enrollment Pilot. While this role is currently assigned, the scope of responsibility has increased significantly. The individual will continue current coordination duties, but will also now:

- Serve on formal VCU academic planning boards
- Collaborate directly with the Executive Director on strategic initiatives
- Support fast-track entry into VCU's honors and dual admission programs

Currently, fewer than 10% of our student body participates in dual enrollment. This stipend recognizes the time, leadership, and external partnership required to shift the program from maintenance to expansion.

#### Impact:

This stipend supports the additional leadership time and partnership needed to elevate our VCU dual enrollment program from a maintenance model to a proactive, student-centered pipeline into accelerated college opportunities.

This stipend supports dedicated leadership to increase access, remove barriers, and formalize pathways into postsecondary acceleration and enrichment opportunities through a trusted university partner.

#### Summary Budget

##### Investment Area Amount

Full-Time Operations Coordinator (10-Month) \$70,000

Culturally Responsive Practice Stipend \$4,000

Core Department Recruitment Bonuses (5) \$2,500

VCU Dual Enrollment Liaison Stipend \$1,500

Total \$78,000

#### Conclusion

This proposal represents a fiscally responsible reallocation of existing funds to address immediate and long-term needs in school-based operations, student engagement, equity leadership, and staff support. The outlined roles and stipends strategically invest in the people and processes that make our school thrive—without increasing our overall expenditures. By creating a 10-month Operations Coordinator position, we reduce administrative bottlenecks and free up divisional finance staff to better serve the broader needs of our audit and compliance landscape. With the addition of targeted stipends, we elevate internal leadership in areas critical to student belonging, teacher recruitment, mentorship, and dual enrollment expansion.

This is a reinvestment in the systems and people that move our mission forward.

Ms. Ricard noted that board members may not fully understand what Moore Street entails and asked if someone could provide further clarification. Dr. Williams responded by explaining that Moore Street is one of our outreach projects aimed at revitalizing the Jackson Ward Community around Carver Elementary School. This initiative was led by Ms. Harger, and it is crucial that we continue our efforts and emphasize the importance of diversity, equity, and inclusion. Therefore, we need someone to take on this responsibility, as mentioned in the culturally responsive stipend above. Dr. Williams offered to provide the board with additional information about this work.

Mrs. Janssen pointed out that there is a vacancy that needs to be addressed. Ms. Moses inquired whether the salary for the full-time position includes benefits. Mrs. Janssen clarified that it does not, although the team has considered this aspect. Mr. Bortz has offered to forfeit funding from his department to support this initiative.

Mrs. Janssen has included a one-time additional stipend to department chairs for middle school outreach that supports the administrative team.

Lastly, we need a VCU Dual Enrollment Coordinator to strengthen our previously strong relationship. Currently, we offer seven dual enrollment classes and aim to increase that number. With the quality of our staff, we are well-positioned to achieve this goal.

Dr. Taylor inquired whether the shortfall for benefits would be reallocated from other areas of the current budget, to which Mrs. Janssen confirmed. Dr. Teigen added that since the previous position included benefits, this change will likely result in no significant impact on the budget.

With discussion concluded, Ms. Moses made a motion to waive the first read for the Executive Director's Proposal for Employment Positions Realignment, seconded by Ms. Ricard, and unanimously approved on a voice vote.

On a motion from Meredith Moses, seconded by Kathryn Ricard, the Executive Director's Proposal for Employment Positions Realignment was approved by the Executive School Board on a unanimous voice vote.

***h. June Tabled Action Item for Security Partition Installation – Withdrawn to Reassess Needs and Options***

An RFP for [Security Partition Installation 2025](#) was advertised on mlwgs.com for sealed bids. A legal notice was also placed in the Richmond Times-Dispatch on Wednesday, April 20, 2025, and also ran through their online service.

Timeline:

On-site, scheduled viewing of proposed area: May 5-19, 2025 (Contact Mr. Jordan @ [mjordan@gsgis.k12.va.us](mailto:mjordan@gsgis.k12.va.us) to arrange a visit time)

- Proposal Submission Deadline: June 10, 2025
- Contractor Selection: June 18, 2025
- Project Commencement: July 7, 2025
- Milestone Meeting (If necessary): July 30, 2025
- Project Completion Deadline: August 15, 2025

The background on this item is that only one bid was received, and it was significantly higher than expected. Additionally, the bid did not meet our specific requirements. Mrs. Janssen is requesting to withdraw the partition approval to allow for further research, but it will be presented again in the near future. Dr. Taylor agreed that this is a much-needed security feature for the school.

Meredith. Moses made a motion to table this item until November or when more information is available, whichever comes first, seconded by Kenneth Pritchett, and was unanimously approved on a voice vote.

## **XI. Director's Report**

### ***A. Verbal Updates***

- **Summer Cadence Theatre Youth Camp at MLWGS #1 June 2025  
Jammin' in June (Winnie the Pooh & Newsies Jr. by Cadence Camps)**

!Kids from around the city gathered to create memories and stories that will last a lifetime! Photos by Jason Collins Photography!

Cadence's Jammin' in June Camp at Maggie L. Walker Governor's School wrapped up with an exhilarating production of Disney's Newsies JR. last Friday night! We are so incredibly grateful for our amazing students, supportive community, dedicated teachers, and, of course, the incomparable Jason Collins Photography for capturing the magic!

- **Summer Youth Camp with Cadence Theatre at MLWGS #2, July 2025  
Jammin' in July (Seussical Kids and Mean Girls Jr by Cadence Camps)**

That's a wrap! Cadence's Jammin' in June & July just closed out our final summer session with the extraordinary productions of Seussical KIDS and Mean Girls JR.! From Horton's jungle to North Shore High, these young performers blew us away with their talent, energy, and teamwork. So much great storytelling, new friendships, and unforgettable musical theatre memories were made. We are so proud of every camper, teaching artist, and family who made this summer magical!

- **On July 1, 2025, we welcomed a new Executive Director, Kristin Janssen.**

Mrs. Janssen to our MLWGS families: "This year's guiding theme is "Forging Our Framework: the Walker Way Forward." This represents our collective commitment to building and strengthening the essential structures and relationships that empower every student and every one of you. Just as a forge refines and strengthens metal, this year we will refine our practices and bolster our support systems while upholding the Walker Way pillars of Compassion, Community, Collaboration, and Courage."

- **A few facility updates.**

- Installed 2 scoreboards. (1) outside, (1) inside.
- Added new landscaping, paver stones, and drainage to the area surrounding the athletic field concessions building.
- Had all floors, stairwells, and gym floor resurfaced and waxed.

- **Activities for Opening**

- We will welcome 792 students out of 797 slots, including 210 freshmen from 14 school districts.
- College Boot Camp for Seniors 8-4 through 8-6
- New Teacher Orientation 8-5 and 8-6
- All Teachers Return 8-7
- Walker Way Welcome and Freshman Orientation 8-11 and 8-12
- Professional Development 8-8 and 8-13
- Instruction begins 8-18 in-person
- Back to School Night, Thursday 9-4

- **Middle School Information Visits Begin Shortly.**

- Participating divisions are beginning to schedule information sessions for their students
- Virtual sessions are available to the divisions, but in-person is also an option

- **Walker Way Welcome for Freshmen, Monday, August 11, and Tuesday, August 12**

Revisiting our school branding, “**The Walker Way.**” You may be wondering, what exactly does this mean, and how it is different? Well, it’s not really different-it’s just a heightened sense of awareness about how we, individually and collectively, are able to bring the vibrant and multi-faceted culture of MLWGS to life.

The four pillars of **The Walker Way** are **courage, compassion, community, and collaboration**—all alliterative “C” words. We are using these four pillars to welcome incoming freshmen and to introduce them to the uniqueness of the school's mission. The framework of The Walker Way is based on the life and legacy of our school’s namesake, Maggie L. Walker, trailblazer and the first African American woman bank president used her resources and influence to promote equality. She demonstrated **courage** and **compassion** to inspire **collaboration** that led to a stronger community. We are using the four pillars of The Walker Way to provide both information and encouragement to freshmen as they begin navigating their path and exploring myriad academic and social opportunities.

**Courage** “The Walker Way” means demonstrating fortitude, persistence, and integrity when confronting challenges.

**Compassion** “The Walker Way” means possessing a sense of empathy for the plight of others and a willingness to serve in order to improve the circumstances of others.

**Community** “The Walker Way” means understanding and accepting differences, but also acknowledging and celebrating the connectedness of the human experience.

**Collaboration** “The Walker Way” means harmoniously working together and using critical thinking skills to achieve a common goal.

### ***B. Coming Events***

August 21, 2025, through September 18, 2025

Monday, August 18 <sup>th</sup>	<b>First Day of Instruction with Student Classes on Campus</b>
Thursday, August 21 <sup>st</sup>	<b>Executive School Board Meeting, 9:00 am, Room 153</b>
Friday, August 29 <sup>th</sup>	<b>Holiday – School Closed</b>
Monday, September 1 <sup>st</sup>	<b>Holiday – School Closed</b>
Tuesday, September 2 <sup>nd</sup>	Monthly Faculty Meeting, 3:30 pm, Forum
Thursday, September 4 <sup>th</sup>	Senior Portraits with LifeTouch
	Back-to-School Night, 6:30 pm

Wednesday, September 10 <sup>th</sup>	Underclasses and Staff Portraits with LifeTouch
Friday, September 12 <sup>th</sup>	Q1-Interims available
Tuesday, September 17 <sup>th</sup>	Planning Committee Meeting, 10 am, Room 153
Thursday, September 18 <sup>th</sup>	<b>Regional School Board Meeting, 9:00 am, Room 153</b>

At this point in the meeting, Dr. Snith requested that Ms. Kerry Sheppard, who had been waiting, be allowed to present her trip proposal that is detailed in Agenda Item XIII.b so she may return to classroom instruction.

### **XIII.b INTERDISCIPLINARY TRIP PROPOSAL (*First Read*)**

**SPONSOR: KERRY SHEPPARD**

**ICELAND, DENMARK- MARCH 26, 2026 through APRIL 3, 2026**

Brief description/overview of this trip:

Traveling to Copenhagen, Roskilde, and Reykjavik offers a focused, immersive experience that brings the Viking world- raiders, traders, and settlers-vividly to life. In Copenhagen and nearby Roskilde, students can explore the Viking Ship Museum, where original longships and reconstructed vessels highlight the Vikings' seafaring prowess, trade routes, and raiding expeditions. In Reykjavik, the Viking legacy is preserved through the Settlement Exhibition and the influence of Norse culture seen in Icelandic sagas and democratic traditions like the Althing.

By engaging directly with these cultural and historical landmarks, students gain a tangible understanding of how the Vikings shaped their world through exploration, commerce, and settlement. This targeted travel experience deepens classroom learning, encourages cross-disciplinary connections, and fosters critical thinking about the lasting impact of Viking civilization.

What are the educational values and learning objectives of this trip:

By exploring authentic sites and artifacts, students will gain a deeper understanding of the Vikings as raiders, traders, and settlers. The trip encourages critical thinking as students analyze historical evidence, evaluate modern portrayals, and explore how Viking heritage continues to shape Danish and Icelandic identity. Through museum visits, cultural experiences, and reflective activities, students will connect classroom learning to real-world contexts, fostering a richer and more nuanced understanding of Viking civilization.

A maximum number of students = 8

Additional chaperone: TBD

Destination(s):Copenhagen and Roskilde, Denmark and Reykjavik, Iceland

Estimate Per Student Cost: \$3,000 (approximately) plus an additional subsidy for each student from the GS Foundation of \$1,000.

Approval for Ms. Sheppard's trip proposal to Iceland and Denmark will be requested at the board's September meeting.

***C. MOU for Education Services Between VCU and MLWGS***

Executed MOU was provided for board information.

***D. MOU for Athletic Training Services with VCU Health System and MLWGS***

Executed 2-year MOU was provided for board information.

***E. Follow-Up on VACorp Renewal Rates After FEMA Designation***

"I have researched and the property located at 1000 N. Lombardy Street is located in Flood Zone X.

Zone X is not specifically excluded under the VACorp coverage, therefore a separate policy is not necessary.

Should you have any additional questions or if there is anything further that I may assist you with, please let me know."

Sara A. Reed-Williams, ACSRC  
Senior Member Services Representative

***F. Policy Edit for Title Change from Director to Executive Director***

The policies listed on the attached table in sections 0000 through 6000 have been edited to update the title director to executive director anywhere in the document, including the policy title if needed. This action does not require board action and is provided for information purposes.

Sections 7000 through 8000 will be completed this fall.

Updated policies from this list will be updated to the policy section of the MLWGS website after the board's August meeting.

**FOUNDATIONS**

0002 Facilities Planning

0003 Construction Planning

0013 Strategic Plan

0014 Student Involvement in Decision Making

**SCHOOL BOARD GOVERNANCE**

1000 School Board Powers and Duties

1001 School Board Member's Conflict of Interest

1009.1 Items for Adoption, Revision, Suspension

1010 Constitution and Bylaws  
1012.a Advisory Committees to the Board  
1012.b Policy Steering Committee  
1012.c Finance Committee  
1012.d Wellness Committee  
1013 Notification of Meetings  
1016.1 Administration in Policy Absence  
1016.2 Policy Implementation  
1017 Board-Staff Communication  
1017-R Two—Way Communication System  
1018 Agenda Preparation and Dissemination  
1020.1 Electronic Participation in Committee Meetings from Remote Locations  
1022.1 School Board Organizational Meeting  
1024-R Regulation for Public Participation at School Board Meetings  
1026 School Board Clerk  
1029 Allocation and Commitment of Slots  
1032 Admission of Foreign Exchange Students  
1036 Relations with Private Schools  
1050 School Advisory Council Bylaws  
1070 Procedures Related to International Travel

## **ADMINISTRATION**

2006 Appointment and Terms of the Executive Director  
2007 Qualifications and Duties for the Executive Director  
2008 Executive Director's Contract, Compensation and Benefits  
2009 Evaluation of the Executive Director  
2010 Administration Goals  
2011 Policy Administration  
2012 Administration in Policy Absence  
2013 Building Administration  
2013.1 Educational Facilities Specifications  
2014 Building and Grounds Management and Maintenance  
2015 Reporting of Hazards  
2016 Lactation Support for Employees  
2017 Possible Exposure to Viral Infections  
2018 Communicable Diseases  
2021.1 School Closings  
2024-R Regulations: Weapons in School  
2026 Authorized Use of School-Owned Facilities and Materials  
2026-R Regulation Regarding Authorized Use of School Facilities  
2030 Reporting Acts of Violence and Substance Abuse  
2050 Distribution of Information Materials  
2050-R Guidelines for Distribution of Information Materials to Students and Staff  
2051 Media Relations  
2065-R Regulation: Technology Use Guidelines  
2065-F1 Form: Acceptable Computer System Use Agreement for Faculty  
2070 Internet Policy Statement

## **INSTRUCTION**

3003 Academic Standards and Community Service Policy  
3003.5 Alternatives to Animal Dissection  
3003.7 Explicit Instructional Materials  
3005.1 Regulation for Guest Speakers  
3011.2 College and Career Readiness  
3016 Advanced Placement and Dual Enrollment Classes  
3031-R Reg: Selection, Implementation and Evaluation of Instructional Materials  
3045 Acceptable Computer System Use (Students)  
3045-R Reg: Technology Use Guidelines  
3045-F1 Form: Acceptable Computer System Use Agreement (Students)

## **STUDENT SERVICES**

4000 MLWGS Honor Code  
4002 School Bus Safety Program  
4006 Field Trips  
4006-P Field Trips Procedure  
4008 Suicide Prevention  
4009 Drugs in School  
4012 Child Abuse and Neglect Reporting  
4015 Student Fees, Fines and Charges  
4030 Student Organizations  
4030-R Student Club Approval  
4031 Fund Raising and Solicitation  
4032 Student Publications  
4073 Blood Borne Contagious or Infectious Diseases  
4073-R Regulation Pertaining to School Attendance with Blood Borne Contagious or Infectious Diseases  
4074 Guidelines for School Attendance for Students with HIV  
4075 Student Wellness  
4075-R Implementation of Wellness Program for Students of MLWGS  
4076 Lactation Support for Students  
4077 Tobacco Products and Nicotine Vapor Products  
4077-R Regulation on Tobacco Products and Nicotine Vapor Products  
4095-P Procedures for Administration of Medications to Students

## **HUMAN RESOURCES**

5000.1 Staff Hiring  
5000.1P Hiring Procedures  
5000.2 Employment of Family Members  
5000.4 Communicable Tuberculosis  
5001 Personnel Records  
5002 School Personnel Conflict of Interest  
5004 Professional Staff  
5006 Evaluation of Professional Staff  
5006.1 Evaluation of Support Staff  
5007.4 School Bus Drivers  
5009 Expense Reimbursement  
5009.1 Regulation for Travel Reimbursement

5011 Prohibition Against Harassment and Retaliation  
5011-F Form: Report of Harassment – Employee  
5012 Equal Employment Opportunities/Nondiscrimination  
5013 Drug and Alcohol-Free Workplace  
5014 Staff-Board Communications  
5014.1R Regulation: Two-Way Communication System  
5016.2 Staff Gifts and Solicitation  
5021.1 Support Staff Grievances  
5022 Suspension of Staff Members  
5040 Third Party Complaints Against Employees  
5050.2 Regulation Pertaining to Retirement  
5060 Reduction in Professional Staff Development  
5060-R Reg: Reduction in Professional Staff Development  
5062-R Regulation on Health and Dental Care Benefits  
5064 Staff Time Schedules  
5065-R Information Pertaining to the Fair Labor Standards Act  
5065-R1 Reg: Sick Leave  
5065-R3 Reg: Vacation Leave  
5065-R5 Professional Leave  
5065-R9 Military Leave  
5065-R10 Leave of Absence Without Pay  
5065-R10.1 Leave Without Pay  
5065-R11 Education Leave Without Pay  
5065-R14 Civic Leave  
5070 Family and Medical Leave  
5075 Child Abuse and Neglect Reporting  
5075-P Procedure: Child Abuse and Neglect Reporting  
5080 Staff Research and Publishing  
5090 Unlawful Manufacture, Distribution, Dispensing, Possession or Use of a  
Controlled Substance  
5091-R Regulation on Tobacco Products and Nicotine Vapor Products  
5101 Nonschool Employment by Staff Members  
5110 Resignation of Staff Members

## **COMMUNITY RELATIONS**

6003 Goals for School-Community Relations  
6005 Relations with Law Enforcement Authorities  
6006 Sex Offender and Crimes Against Minors Registry Information  
6009 Tobacco Use on School Property  
6009.1 Tobacco Products and Nicotine Vapor Products  
6009.1R Reg: Tobacco Products and Nicotine Vapor Products  
6010.1 Community Use of School Facilities  
6011 School Visitors  
6013 Public Complaints About Learning Resources  
6013.1F Form: Request for Reconsideration of Learning Resources  
6014 Public Complaints  
6015 Public Conduct on School Property  
6020 Reproduction of Copyrighted Materials  
6027 Retirement of Facilities

## **7000 OPERATIONS**

None

## **8000 STUDENT CONDUCT**

None

There are no markings on these policies to indicate an amended or reviewed date, as these are only technical changes and are unneeded based on advice from VSBA legal.

## **XII. Unfinished Business**

### ***A. Strategic Plan Implementation Report***

Mrs. Janssen stated that the current strategic plan the school is operating under was extended for one-year to June 2026 to accommodate the executive director's hiring and to allow for their input into the development of a new plan. The updates on the current report are color-coded and she reports most of the matrix items have been completed.

Updates include,

1.4.3 Establishment of a subcommittee on hiring and recruiting to explore methods for broadening our applicant pool.

2.1.7 MLWGS 101 curriculum writing based on lessons learned from the first year of the initiative, teachers met over the summer to share resources, write plans, and coordinate pacing.

2.2.2 Two-Day New Teacher Academy to allow for more time to learn the school's culture and norms, build relationships with their mentors and DC, and learn MW practices and procedures.

3.2.3 Integrate Field Trip Software with the student information system.

3.3.5 Redesigned forms and processes to align with modern best practices, partner division guidance, and internal resources. Update safety manuals to include a section on threat assessments.

3.4.1 Research options for future fiscal processing.

3.4.2 Secure board approval for a new fiscal agent. Discussions have begun.

### ***B. New Strategic Plan Development Goals***

- September 2025: Finalize mission/vision, confirm committees.
- October-December 2025: Subcommittee SWOT analysis, community forum.
- January-March 2026: Draft goals, refine action plans, align budget.
- April 2026: Public presentation and RSB approval.

### XIII. Materials for Board Review and/or Discussion

#### A. Policy and Regulation – Spring 2025 Updates – *First Read*

The Policy Steering Committee offers the following red line additions or changes for Regional School Board consideration.

New policies include:

2027 Opioid Antagonists, plus regulation

2055 AI Acceptable Use, plus regulations (*Pulled after this meeting*)

2064 Internet Safety (**Board discussion regarding advisory committee**) (*Pulled after this meeting*)

4025 Student Cell Phone and Smart Device Possession and Use, plus regulations (*Pulled after this meeting*)

4092 Student-Athlete Extreme Heat Safety and Protection, plus regulations

6035 Notification of School-Connected Student Overdose

8003.1 Exclusions and Exemptions from School Attendance

Final	RL		New/Amended	Actions
		<b>Foundations</b>		
	<b><u>0004</u></b>	Educational Facilities Specifications	Amended	Legal references added. Director title edits added along with minor editorial changes.
		<b>School Board Governance</b>		
	<b><u>1009</u></b>	Rules of Order	Amended	Reviewed by VSBA but not revised.
	<b><u>1020</u></b>	Electronic Participation in Meetings from Remote Locations	Reviewed	Requires Annual Review
	<b><u>1020.1</u></b>	Electronic Participation in Committee Meetings from Remote Locations	Amended	Requires Annual Review. Director title edits added.
		<b>Administration</b>		
	<b><u>2020</u></b>	School Crisis, Emergency Management and Medical Emergency Response Plan	Amended	The title is revised. 5 updates: School audit committee may meet annually to discuss school safety, audit to include review of school's comprehensive plan for closures during public health crisis, develop and implement a cardiac emergency response plan or athletic emergency action plan, develop and implement bleeding control program, and written procedures related to opioid antagonist storage and replacement.
	<b><u>2021</u></b>	Safety Drills	Amended	Sudden cardiac arrest drills to be performed annually added. Also

				adding bleeding control kits. Legal references added.
	<u><b>2022</b></u>	Emergency First Aid, CPR and AED Certified Personnel	Amended	Legal references updated. Develop and maintain an athletic emergency action plan and cardiac emergency response plan with appropriate training. At least one employee can access the opioid antagonist supply.
	<u><b>2023</b></u>	Threat Assessment Teams	Amended	Director title edits. Legal and cross-reference added. ExDir to provide materials on recognition and strategies for responding to violence or self-harm communication to parents.
	<u><b>2024</b></u>	Weapons in School	Amended	Director title edits. Legal and cross-referenced added. Minor revisions for clarity to match language in VA Code. <b>Committee review Section II on firearms and expulsion.</b>
	<u><b>2027</b></u>	Opioid Antagonists	NEW	Requires regulations for opioid storage and replacement, see below.
	<u><b>2027-R</b></u>	Regulation on Safe Storage and Replacement Protocols for Opioid Antagonists	NEW	<b>Committee review for agency names</b>
	<u><b>2064</b></u>	Internet Safety	NEW	Model policy issued by the VDOE in late July. <b>Unresolved issue about forming an internet advisory committee to the board.</b>
	<u><b>2065</b></u>	Acceptable Computer System Use	Amended	Updated legal and cross-references. Director title edits.
		<b>Instruction</b>		
	<u><b>3000.1</b></u>	National Motto	Amended	Reviewed by VSBA but not revised
	<u><b>3013</b></u>	Driver Education	Amended	No policy change. Language added to footnote that could be added in policy.
	<u><b>3020</b></u>	Teaching About Drugs, Alcohol and Tobacco	Amended	Provides a program of instruction on opioid overdose prevention and reversal.
	<u><b>3030</b></u>	Home Instruction	Amended	Legislative and VSBA changes to this policy do not apply to MW, as this policy is targeted to students who receive instruction from their parents at home.
	<u><b>3031</b></u>	Virtual Courses	Amended	Director title edits. Update includes the definition of Virtual Courses.
		<b>Student Services</b>		

	<b><u>4010</u></b>	Substance Abuse – Student Assistance Program	Amended	Cross-references added.
	<b><u>4019</u></b>	Student Health Services	Amended	<b>Committee discussion...</b> adds optional telehealth services including mental health. Do not include this language if not adopted. Cross-references and legal references added.
	<b><u>4025</u></b>	Student Cell Phone and Smart Device Possession and Use	NEW	<b>Committee discussion. Questions in comments.</b>
	<b><u>4025-R</u></b>	Regulation on Student Use of Cell Phones, Tablets, or Smart Devices During the School Day	NEW	Provided by Goochland
	<b><u>4025-R1</u></b>	Regulation on Student Cell Phone, Tablets, or Smart Device Infractions During the School Day	NEW	Provided by Goochland but infractions were changed to match MW student handbook.
	<b><u>4045</u></b>	Student Records	Amended	Director title edits. Adds language related to the address of confidentiality program and requirement to redact the address of a foster parent.
	<b><u>4071</u></b>	School Service Providers’ Use of Student Personal Information	Amended	Includes and identifies school-issued devices and school technology provider. Previous contract provisions also apply. Added requirement to safeguard personal info when transferring devices. Limits the ability to use devices for monitoring activities.
	<b><u>4092</u></b>	Student-Athlete Extreme Heat Safety and Protection	NEW	Policy setting forth restrictions and guidelines for modifying and cancelling sporting events. Some of the text is from the coaches’ handbook. ExDir to establish additional procedures around canceling events.
	<b><u>4092-R</u></b>	Regulation: Heat-Related Illness Prevention Guidelines	NEW	‘Borrowed’ from Henrico: P6-20-008-R.
	<b><u>4092-P</u></b>	Procedures for Athletic Practice and Games	NEW	AI generated.

	<b><u>4092-P1</u></b>	Procedures for Cancelling Athletic Practice or Games Due to Extreme Heat or Weather	NEW	AI generated.
	<b><u>4093</u></b>	Student-Athletes Cold Weather Policy for Practice and Games	NEW	Taken from the coaches' handbook. Seems logical to have a cold weather policy if there is an extreme heat policy.
	<b><u>4095</u></b>	Administering Medicines to Students	Amended	<b>Optional</b> language regarding seizure rescue medications. Permits a student to self-possess seizure rescue medications with a submitted mgt action plan.
		<b>Human Resources</b>		
	<b><u>5005</u></b>	Professional Staff Probationary Term and Continuing Contract	Amended	Director title edits; otherwise, policy updated for clarity.
	<b><u>5012.F</u></b>	Report of Discrimination	Amended	Reviewed by VSBA but not revised
	<b><u>5015</u></b>	Professional Staff Contracts	Amended	Director title edits. Policy updated to remove duplication with another policy. 5100-Substitute Teachers
	<b><u>5020</u></b>	Professional Staff Discipline	Amended	Limitations on liability/disciplinary action for any employee who in good faith administers an opioid antagonist.
	<b><u>5025</u></b>	Access to Employee Social Media Accounts	Amended	Reviewed by VSBA but not revised
	<b><u>5030</u></b>	Professional Staff Development	Amended	Effective dates clarified for professional training required to be implemented no later than 27-28 AY. PD in communicating with students w/autism spectrum disorder may be provided each year for employees in regular contact.
	<b><u>5074</u></b>	Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect	Amended	Exceptions to hiring a person convicted of a violent felony or crime of moral turpitude when certain conditions are met.
	<b><u>5089</u></b>	Staff Weapons in School	Amended	Director title edits. Policy updated for clarity – updated cross-reference.
	<b><u>5100</u></b>	Substitute Teacher	Amended	Long-term substitute teacher provisions more than 90 days, but no longer than 180 days. Policy and legal references are updated.
		<b>Community Relations</b>		

	<u><b>6000</b></u>	Requests for Public Records	Amended	MAY AND JULY VSBA COMBINED. FOIA officer training updated to include online training by the FOIA Council. July update adds a missing paragraph from May on penalties.
	<u><b>6000-R</b></u>	Requests for Public Records Regulation	Amended	Not VSBA. Amended title of Max Smith and corrected form numbering.
	<u><b>6000-F1</b></u>	Form: Requests for Public Records	Amended	Correction to misspelled requestor and replacing former “Blank” with school name. Errors found while reviewing policy for titling updates (director > ex director)
	<u><b>6035</b></u>	Notification of School-Connected Student Overdose	NEW	
		<b>Finance &amp; Operations</b>		
	<u><b>7013</b></u>	Commercial, Promotional and Corporate Sponsorships and Partnerships	Amended	MAY AND JULY VSBA COMBINED. Requirement that any person convicted of a violent felony or crime of moral turpitude who may have contact with students is not employed or contracted, unless specific conditions are met.
	<u><b>7014.1</b></u>	Purchasing Procedures	Amended	MAY AND JULY VSBA COMBINED. Exceptions to awarding a contract to a person convicted of a violent felony or crime when conditions are met. Prohibited use of forced and indentured child labor provisions <b>required</b> to be in contracts. State law terms for IAT goods and services contracts. (When in conflict with VA law = invalid, Choice of law = VA).
		<b>Student Conduct</b>		
	<u><b>8001.F</b></u>	Report of Discrimination	Amended	Reviewed by VSBA but not revised
	<u><b>8002</b></u>	Student Conduct	Amended	MAY AND JULY VSBA COMBINED. Director title edits. <b>2-Year Review.</b> Minor revisions to policy and added cross-references. July included updates to reflect VA Code with cyberbullying language included.

	<u><b>8003.1</b></u>	Exclusions and Exemptions from School Attendance	NEW to MLWGS	VSBA made minor changes for clarity.
	<u><b>8033</b></u>	Weapons in School	Amended	Minor revisions to policy for clarity and to match language in VA Code. Cross-references added.

During the policy discussion, Ms. Moses requested a reconsideration of Cell Phone Policy #4205. She expressed concerns about the way the policy describes the prohibition of phone use. Specifically, she noted that the state mandate clearly states, “from the start of school to the end of school,” meaning throughout the entire school day. She worried that changing the language of the policy could lead to issues.

However, after reviewing the red-line version of Policy #4025, which uses the phrase “bell-to-bell,” members agreed that this language would satisfy the state mandate. Ms. Moses then inquired about the impact of Policy #4025 on the Student Handbook section regarding cell phone usage (refer to Item X.c). Dr. Tiegen confirmed that the current Student Handbook allows cell phones during lunch.

Ms. Moses proposed removing this allowance, and Dr. Taylor concurred, emphasizing that if lunch falls within the “bell-to-bell” timeframe, there needs to be consistency. Mrs. Janssen added that a significant concern involves the safety of students outside the building, noting that all of the governor’s schools have some limitations regarding phone use.

Dr. Tiegen expressed her belief that students would have their phones with them, turned off and away, regardless of policy. She mentioned that in case of an emergency, no one would object to students using their phones. Dr. Taylor agreed, stating that it is essential to clarify the policy and the practices outlined in the handbook to ensure they align.

Mr. Pritchett proposed we seek review from the school’s attorney.

Ms. Ricard added that exceptions are supported by the State mandate.

Mrs. Janssen asked for confirmation that we are sending this policy to the attorney, and we will bring it back next month. Dr. Teigen agreed.

Dr. Smith informed the board that the student handbook went out earlier this month, but we can certainly amend it and put the handbook in alignment with the policy after legal review.

**C. NEW: International Trip Proposal to Iceland and Denmark, Spring 2026 with Kerry Sheppard - First Read**

Presented out of agenda order after Coming Events in Agenda Item XI.b.

**XIV. Information Items**

- None

## **XVI. New Business**

- None.

## **XIX. Announcements/Additional Discussion**

Mrs. Janssen highlighted the new one-to-one initiative and the work of the MLWGS Tech Team led by David Bortz, and was made possible because of funding from all of our division. Teacher feedback said it was flawless roll-out.

Dr. Smith advised that the September meeting will include an honorary award to Robert Lowerre that will be presented to his wife.

## **XX. Adjournment of Executive Board Meeting**

On a motion by Meredith Moses, seconded by James Taylor, the meeting was adjourned at 10:37 am.

### **Next Meeting**

Regional School Board on September 18, 2025, at 9:00 am. MLWGS, 1000 N. Lombardy St., Room 153, Richmond, VA 23220. 804-354-6800 x2190.

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Dr. James Taylor, Chair

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Kristin K. Janssen, Executive Director

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Minutes Recorded by:  
Barbara Marshall, Regional Board Clerk

# MLWGS 2020-2025 STRATEGIC PLAN GOALS/OBJECTIVES/ACTION STEPS

DATE: August 21, 2025

Blue Text = Updates

Green = Completed

GOAL 1	MAGGIE L. WALKER GOVERNOR'S SCHOOL WILL CREATE A WELCOMING AND RESPONSIVE ENVIRONMENT THAT CELEBRATES AND REFLECTS THE DIVERSITY OF THE SCHOOL DISTRICTS WE SERVE AND FOSTERS A SENSE OF BELONGING FOR ALL.	Responsible Party	Measurement	Year to begin Implementation	Cost to Budget
OBJ 1.1	MLWGS will engage and educate our school districts about the opportunities available to them in our learning environment.			2020	
1.1.2	Develop and enhance relationships with districts, schools, administrators, counselors, teachers, parents, and potential students.	Administration, Counseling, Faculty	Our 3rd annual Dare to Be a Dragon Day is scheduled for April 19 with 150-200 fifth grade students expected to attend.		
OBJ 1.2	MLWGS will create an environment that provides a sense of belonging and fosters student and family engagement.				
1.2.1	Examine and eliminate structural barriers that prevent students from availing themselves of all the opportunities at MLWGS.	Planning Committee, Administration, Foundation	The Fall Festival begins before the school day ends to eliminate the transportation barrier. Also, during the Fall Festival, SAC conducted a student survey to determine ways to eliminate the obstacles to accessing and participating in activities.		
1.2.2	Access to wraparound services (Identify and fill gaps in student mental health and wellness programs)	School Counseling	A Full-time School Social Worker was hired. In 2023-2025 Prof. Devel. will focus on wellness and mindfulness.		
1.2.3	Review and reform policies and procedures that impede inclusion (e.g. mental health intake, bathroom policies, club and extra-curricular policies)	Counseling, Administration, AD, School Board	Bathroom policies have been addressed.  Our school social worker will collaborate with security, counseling, and administration to revise the threat assessment process and forms to align with current standards and best practices.		

1.2.4	Enhance communications to make sure students have knowledge of and are able to seek resources	Counseling	The PTSA is planning a session with the VA First Lady to support teenage mental health. The target audience are current MW parents. Expected attendance 100-150. Target date is April 23.		
1.2.5	Facilitate student input and feedback	Administration, Counseling	<p>Surveys completed by SAC and VSCS. The coordinator of Strategic Engagement will facilitate new surveys.</p> <p>The school has implemented restrictions on student cell phone usage with priority placed on instructional time. Students and parents have provided feedback indicating that they would like a school policy for next year that allows for the use of devices during non-instructional time.</p>		
1.2.6	Analyze and strengthen the student onboarding process to prepare accepted students for the MLWGS experience	Counseling	Freshman Orientation is now two days to incorporate social-emotional learning and making connections. The Walker Way Welcome Day was implemented in August 2022. In November 2023, I visited TJST to observe their freshman onboarding program, which resulted in the creation of the Dragon Advisory program.		
1.2.7	Equip faculty with tools to foster an inclusive environment	Administration, External Trainers	Two years of cultural competency training have been completed. Year Three had resources and activities on equity and inclusion. We are nearly finished two years of training on mindfulness and mental health.		
OBJ 1.3	MLWGS will codevelop a plan with its districts to increase				

	<b>enrollment of historically underserved populations.</b>				
1.3.1	In compliance with FY 2021 Budget Item 145, C-27,I, the school will work with the partner districts to collect application and admission data to be used to support a plan to increase the percentage of historically underserved populations at MLWGS.	Dr. Lowerre	We have been working with districts to improve access for underserved minorities. Significant improvement has been made with our core divisions. RSB approved removing the Achievement Test from the admissions process.		
<b>OBJ. 1.4</b>	<b>MLWGS will develop a strategy to increase the demographic diversity of our faculty and staff.</b>				
1.4.1	Examine barriers to hiring and retaining diverse faculty.	Admin	Our coordinator of strategic engagement is establishing a presence on Handshake.org. This will help us in conveying job postings to colleges/universities throughout the commonwealth.		
1.4.2	Strengthen professional development resources for faculty.	Admin	Comprehensive PD has begun with positive feedback from staff. Focus areas have included cultural competency, equity, inclusion, mindfulness, and mental health.		
1.4.3	Develop hiring strategy.	Leadership Team	A hiring workshop is scheduled for March 2025 with the Leadership team. A recruitment subcommittee continues to meet regularly.		
	Explore methods for broadening our applicant pool	Mr. Brown, subcommittee chair	Establishment of a subcommittee on hiring and recruiting		
1.4.4	Develop outreach program for recruiting teachers from multiple districts and education graduate schools.	Dr. Lowerre	We have actively targeted HBCUs and other colleges with information about employment openings.		

GOAL 2	MAGGIE L. WALKER GOVERNOR'S SCHOOL WILL ENGAGE STUDENTS WITH INNOVATIVE CURRICULA AND RESPONSIVE INSTRUCTION THAT FOCUSES ON STUDENT-CENTERED EXPERIENTIAL LEARNING. INSTRUCTION WILL BE INTERDISCIPLINARY AND ENRICHED BY LOCAL AND GLOBAL CONNECTEDNESS.	Responsible Party	Measure-ment	Year to begin Implemen-tation	Cost to Budget
				2020-2021	
OBJ 2.1	Students will engage in exciting distinctive courses that are designed to deepen students interest.				
2.1.1	Encourage a collaborative environment for ongoing innovation of all course offerings.	Admin, School Counseling	New classes have been offered and recommended for future years		
2.1.2	Expand dual enrollment course offerings and include courses through additional university partners.	Dr. Lowerre	Meetings with VCU are ongoing and we have established a strong dual enrollment program.		
2.1.3	Investigate offering courses with comparatively smaller student enrollment.	Admin and School counseling	We allowed classes to "make" this year with lower enrollments.  The master schedule build will include Italian III. This is a high level elective language course that is rarely offered. Administration approved the course based on strong student and parent advocacy.		
2.1.4	Expand the menu of teacher-created courses that center on experiential learning, interdisciplinary and global awareness.	Leadership Team	New Seminar courses are being offered, including ones that target undertaught areas. Several new courses have been added to the Course Catalog.		
2.1.5	Expand student enrollment in SGC's and teacher-developed courses.	Dr. Lowerre	New Courses have been taken to the Planning Committee and the RSB.		
2.1.6	Augment opportunities for student travel and beyond-the-classroom experiences.	Leadership Team	Partnerships with French, German, and Japanese schools have been established. We have also entered exchange programs with schools in all three countries.		
2.1.7	Veteran staff share resources, write plans, and coordinate pacing for new MLWGS teachers	Dr. Anderson	MLWGS 101 curriculum writing based on lessons learned from first year of		

			the initiative, teachers met over the summer		
2.1.7	Develop a reimagined FIRC course to equip freshmen to succeed at MLWGS	MLWGS101 Sub-Committee	A new model was presented to the RSB in Spring 2024. FIRC is now MLWGS 101 and reflects the needs of the 21st-century learner.		
<b>OBJ 2.2</b>	<b>Teachers will provide engaging, student-centered instruction.</b>				
2.2.1	Encourage teachers to enhance student engagement, embed community engagement, and integrate instructional technology within their curricula.	Leadership Team, Tech Integrators	<p>Following the COVID pandemic, a renewed effort to assess and implement student-centered learning strategies has been taking place.</p> <p>Our coordinator of strategic engagement has adopted a block of Moore Street on behalf of our school. Efforts are being made to organize a quarterly clean up through our MLWGS101 or Dragon Advisory.</p>		
2.2.2	Provide opportunities for teachers to participate in training and collegial discussions about enhancing student engagement, embedding community engagement, and integrating instructional technology within their curricula.	Admin	Departments have been reaching out to the community to bring in alumni and others to enhance instruction and learning. A trip to TJ SciTech was completed in November 2023.		
2.2.2	Build a 2-Day New Teacher Academy to allow for more time to learn the school's culture and norms.	Dr. Williams	This will help build relationships between mentors and their mentees. Department chairs can assist with MLWGS practices and procedures.	2025	
2.2.3	Incentivize teachers to enhance student engagement, embed community engagement, and integrate instructional technology within their curricula.	Admin			
<b>GOAL 3</b>	<b>MAGGIE L. WALER GOVERNOR'S SCHOOL WILL BE A SAFE SCHOOL WITH EFFECTIVE MANAGEMENT OF RESOURCES.</b>	<b>Responsible Party</b>	<b>Measure-Ment</b>	<b>Year to begin Implemen-tation</b>	<b>Cost to Budget</b>
<b>OBJ 3.1</b>	<b>Create and fund a ten-year capital improvement plan.</b>			<b>2023</b>	
3.1.1	Conduct a needs assessment of future needs for the facility and technology.	Facilities and Technology	Project is underway		

3.1.2	<b>Forecast ten-year costs.</b>	Facilities and Technology			
<b>OBJ 3.2</b>	<b>Create a better experience for students, teachers, and parents through available software solutions.</b>			<b>2021</b>	
3.1.3	Implemental funding mechanism separate from the operating budget.	Dr. Smith	The RSB has discussed the issue. We will continue the discussion in 2025.		
3.2.1	Purchase of on-line teacher receipting program.	Ms. Hoover; Ms. Charity	A web-based fee payment program has been implemented.		
3.2.2	Implement field trip request and tracking software.	Dr. Smith	An online system has been put in place with appropriate policy changes.		
3.2.3	Integrate field trip software with student information system.	Dr. Smith & Mr. Bortz	Meeting with vendors regarding form automation options.		
3.2.4	Reduce student fees.	Leadership Team	We have reduced fees where we could, but many of the fees are simply pass-through accounts.		
3.2.5	Incentivize the use of current on-line payment systems.	Dr. Lowerre	Budgeted and Completed.		
<b>OBJ 3.3</b>	<b>Enhance our safe school environment.</b>			<b>2020</b>	
3.3.1	Implement an annual climate survey.	Dr. Lowerre	Participation in the Virginia School Climate Survey. Jan 2022		
3.3.2	Complete a full revision of the safety/crisis plan.	Dr. Smith	Completed Fall 2021		
3.3.3	Further develop relations with local fire, police, and EMS in order to incorporate best practices and facilitate external audits.	Mr. Jordan	Completed Fall 2021		
3.3.4	Train faculty on cyber security and teaching digital literacy.	Library and Technology	New training regarding AI and ChatGPT has been offered.		
3.3.5	Redesigned forms and process to align with modern best practices, partner division guidance, and internal resources	Mr. Jordan (security) and Mrs. Ortiz (social worker)	Updated safety manuals to include a section on threat assessments	2025	
<b>OBJ 3.4</b>	<b>Transition the fiscal expectations of MLWGS to a new fiscal agent.</b>			<b>2022</b>	
3.4.1	Research options for future fiscal processing.	Dr. Smith	Discussions have taken place with the superintendents.		
3.4.2	Secure board approval for a new fiscal agent.	Dr. Lowerre	Discussions have begun		
3.4.3	Create a transition plan.	Ms. Hoover			