

The Commonwealth Governor's School

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CGS Governing Board Meeting, Spotsylvania County School Board, 8020 River Stone Drive, Fredericksburg, VA 22407, May 18, 2023 4:00 pm – 6:00 pm

In Attendance:

- Superintendents - Dr. Jessie Boyd (KGCS), Dr. Thomas Taylor (Stafford CPS), Dr Calveric (Zoom into meeting 4:14 pm)
- Board Members - Mr. John Copeland (CCPS), Mr. Matthew Roles (KGCS), Dr. Sarah Chase (Stafford CPS)
- Central Office Staff - Mr. Keith Wolfe (Spotsylvania CPS)
- Regional Office Staff - Mrs. Jennifer Grigsby, Mrs. Maggie Morganti, Mrs. Heidi Robison

Call to Order - 4:00 pm

Roll Call - sign in sheet

Pledge of Allegiance -

Approval of May 18, 2023 Agenda - Mr. Copeland motioned to approve agenda, Mr. Roles seconded the motion, motion carried 3-0

Citizen Comments - NA

Board Members' Comments

- Mr. Copeland expressed his and his wife's amazement at the Senior Symposium and the students' presentations.
- Dr. Chase - questioned summer reading list for seniors and does it denote sexually explicit content. Mrs. Grigsby responded that the school year list is posted on CGSVA.ORG website (Curriculum page/Instruction Materials Containing Sexually Explicit Content) and marked as required by state law. Mrs. Grigsby will double check with English teachers on the summer list. It is not required to be marked or posted as it is provided by the College Board as part of AP Literature and Composition (and AP courses are exempt from the state law requirement).
- Mr. Roles - Questioned what the summer assignment was. Summer assignments were sent out by the teachers. Seniors get to choose what they read off of the list.

Superintendents' Comments

- Dr. Taylor met regularly with the Director.
- The Superintendents met to review the Director Handbook with Mrs. Grigsby at their regularly scheduled meeting.
- Mrs. Grigsby mentioned that the parents of CGS seniors were excited to have Dr. Taylor in attendance at the Senior Recognition Ceremony.

Program Counselor's Report -

Site visits

- Individual meetings - King George Site 38.1%, Spotsylvania Sites 19%, Stafford Sites 42.9%
- Classroom visit/lesson - Spotsylvania Site 10th grade
- Parent meetings, counselor/teacher consults

Exit Meetings/Interviews

- As of May 11, we have conducted 15 EOY exit meetings/interviews. This is significantly less than last year. Exit data for the complete 2022-2023 school year will be shared at our September meeting.

Other activities

- Cookies with the Commonwealth (King George, Spotsylvania, and Stafford)
- Senior Symposium
- Senior Recognition Ceremony
- Spotsylvania County Public Schools 4E committee member

Professional development completed

- Just One Thing series from VDOE on mental health and counseling resources/techniques

Upcoming

- May 17 - Collaboration with Ms. Godfrey at the RHS site on an after-school session for rising seniors. We will focus on post-secondary planning, college applications, and resume writing.
- June 7 & 8 - presenting at Spotsylvania County EDGE 2023
- CGS Spotsylvania HS freshman student will be presenting culminating project on Depression and the Effects on our bodies physically and emotionally . She will present at the National conference with Mental Health America this summer. It is looking at a teen perspective on mental health. She also participated as a youth participant in a state advisory on mental health.

Director's Report -

CGS Events – Past & Upcoming

- Events
 - Completed
 - CGS Senior Symposium was held at Riverbend High School on Thursday, April 13 from 6:00-7:30 pm. We had a fantastic turnout of guests to talk and discuss the research of our students and to observe the full presentations of numerous students. Our students were well prepared and eager to discuss their research. Thanks to all of our special guests for attending!
 - Cookies with the Commonwealth were held for all sites by county. This event is an opportunity for our incoming students to meet their new cohort and teachers, ask any last minute questions before school lets out, and enjoy cookies and refreshments.
 - King George & Caroline Counties – April 20 - 21 students and families attended
 - Spotsylvania County Sites – May 9 - 43 students and families attended
 - Stafford County Sites – May 11 - 67 students and families attended
 - Upcoming
 - CGS Senior Recognition Ceremony. Fredericksburg Expo Center. Sunday, May 14. 2:00pm – 6:00pm
- Field Experiences (24 total none canceled due to weather)
 - All together, over the course of the school year, CGS students attended 24 field experiences across all four grade levels!
 - Colonial Williamsburg Comparison Experience – Grade 11 – 8/26
 - Water Quality & Canoeing Ecology Experience – Grade 9 – 9/16-9/23 – one date per site

- Chincoteague Field Research Station Experience – Grade 10
 - 9/19-9/20 – King George, Stafford, and Spotsylvania Sites
 - 9/21-9/22 – Riverbend, Colonial Forge, and North Stafford Sites
- Theatre Experience – Cat on a Hot Tin Roof – Grade 12 – 9/22
- Honors Algebra II Problem-Solving Workshop – Grade 9 – 9/28
- National Archives Field Experience – Grade 10 – 9/29
- X-STEM USA Science & Engineering Festival – Grades 11 & 12 – 10/26
- Air & Space Museum with Mathematics Connections – Grade 11 – 11/2
- Orienteering Experience – Grade 12 – 11/2
- Mock Congress – Grade 10 – 11/29
- Pamplin Park Experience – Grade 11 – 11/30
- Business & Mathematics Community Tour – Grade 12 – Individually by Site throughout November, December, and January
- Theatre Experience - A Christmas Carol – Grade 9 – 12/7
- Dr. Atalay Guest Speaker – Grade 10 – 12/14
- Theatre Experience – The Tempest – Grades 10 & 11 – 1/25
- Film Production Experience – Grade 11 – 2/8
- Tour & Laboratory Investigation at NSWC Dahlgren – Grade 12 – 3/1
- National Gallery of Art – Grade 9 – 3/1
- Poetry Workshop – Grade 12 – 3/6
- Pi Day Celebration – Grade 12 – 3/10 or 3/20
- Utilities Field Experience – Grade 9 – 3/29
- Marine Corps Museum Tour – Grade 9 – 3/31
- Washington DC Landmark & Museum Tour – Grade 11 – 4/18
- Mathematics Indirect Measurement Workshop – Grade 10 – 4/19

Site & Instructional Update

- Teachers finished instruction toward the end of April in all AP classes in order to leave some space for AP review prior to the start of testing.
 - Additionally, teachers provided extra review sessions between March and April on their own time to help students prepare for the exams.
 - Shoutout to the CGS PTO for providing funding to each site (determined by number of students) to purchase AP snacks for the students reviewing and testing!
- Students are finishing their final coursework and presenting their culminating research work for each grade level (except for the seniors who have already done so).

CGS Application Process

- CGS has **183** new incoming students!
- Caroline County = 6 students - 6 Freshmen
- King George County = 27 students - 25 Freshmen, 2 Sophomores
- Spotsylvania County = 55 students - 54 Freshmen, 1 Sophomore
 - 30 at Riverbend Site
 - 24 at Spotsylvania Site
- Stafford County = 95 students - 88 Freshmen, 6 Sophomores, 1 Junior
 - 31 at Colonial Forge Site
 - 31 at Stafford Site
 - 26 at North Stafford Site

Open Positions & Hiring Process

The following CGS positions have become open for the 2023-2024 school year as of 5/11/2023:

- Regional Office
 - Network Engineer – interviews with 5 candidates on 5/12; candidate of choice's name will be brought to the board for approval at 5/18 meeting; interview panel consists of

- representation from all 4 participating divisions
- Teaching Faculty
- King George Site
 - Social Studies – hiring two teachers for this subject area to allow site to keep 6 total teachers; offers sent on 5/11 from HR; awaiting word from candidates
 - Science position recently was vacated
 - All other positions filled.
- Riverbend Site
 - Math – interviewed and offer sent; candidate did not accept; awaiting more applicants for further interviews
 - Social Studies – interviews started on 5/9
- Spotsylvania Site
 - Science – interviewed, offer sent, and candidate did not accept; interviewed again, offer sent, & candidate did not accept; interviewed again, offer sent, awaiting word from candidate
 - English – position posted; no current applicants (may not need to fill due to enrollment)
- Colonial Forge Site
 - Science (2) – filled with current CF teachers
- North Stafford Site
 - No openings and all positions filled.
- Stafford Site
 - No openings and all positions filled.

VDOE Evaluation Team

- On March 19-22, I served on the evaluation committee for Mountain Vista Governor’s School in Warrenton, VA. This is the fourth evaluation team on which I have served, serving every year in this position (except the year of our own VDOE evaluation).

Upcoming Presentation

- I was asked to present at the Caroline County Leadership Retreat in June on engaging instructional strategies. Please reach out if you would like me to present in any of the participating counties.

Director – Meeting Distribution

These numbers represent virtual and in-person meetings, observations, post-observation conferences, information sessions, principal/division leader meetings, CGS Faculty meetings, probation meetings, parent conferences, and regional CGS events.

- Caroline/King George - 33
- Spotsylvania - 93
- Stafford - 104
- Regional Office - 66
- Total 296

- Senior Symposium brochure included so the Governing Board could see the senior topics.

Mr. Roles asked about the tables indicating students and topics for the senior symposium. Mrs. Grigsby explained that some of the students are selected to do their presentations (15 min) by their teachers.

* Please note that during these months, the director was also acting as a substitute teacher in Spotsylvania (August) and Stafford (September & October) Counties.

**Please note Winter break in December, Spring break in March, and annual leave from April 26-May

Approval of Consent Agenda - Mr. Copeland motioned to move meeting minutes from March 23 and Board retreat from March 25, 2023 and financial report to action. Mr. Roles seconded the motion, motion carried 3-0

Informational Items -

- 2023-2024 Governing Board Meeting Dates - Mrs. Grigsby will send out calendar invites in June.
- End-of-Year Director's Report (Adding Dr. Calveric into meeting through Zoom) Areas of focus based on 2015 and 2021 evaluations that were reviewed at March 25, 2023 retreat.
 - Strong Instruction Strategies & Student Engagement (started 2018 with new director)
 - John Hattie - Visible Learning
 - Mrs. Grigsby is asking for 3-4 strategies from the teachers. She tabulates all the data and identifies areas that teachers can grow and sets goals for the next year. Teachers identify areas they want to get stronger in and identify areas students are weak in . Most are able to do 5-7 strategies. There has been a lot of growth in the 5 years this has been implemented.
 - Mr. Roles asked how the international average gets identified, and the College board provides the numbers.
 - Outreach to Younger Gifted Students
 - KGHS did not do STEM/STEAM because they have a division wide STEM/STEAM night.
 - Feedback - Stafford is looking to expand to 7th grade and Spotsylvania is looking to expand to 6th grade.
 - Implementation & Adaptation of Mathematics...CGS Students
 - 2021-2022 transition year - Juniors & Seniors took AB Calculus.
 - 2022-2023 - Juniors took AB Calculus and seniors took the BC Calculus
 - 2023-2024 - AP Precalculus will replace CGS Honors Math Analysis
 - Co-teaching model in Spotsylvania County - is going very well, they are getting small group feedback. The teachers are learning from each other. Example: younger teacher is gaining content knowledge and older teacher is gaining engaging strategies. Want to continue for one more year and then evaluate it. Then see if it can expand to the other counties.
 - Dr. Chase questioned how this works with SOQ standards. You end up with a 15 to 1 ratio when the state requires 24 to 1. There is a cost because you are paying for an additional teacher.
 - Gifted Endorsement of Teachers - Participating in Region 3 cohort with Shenandoah University. Four staff members will complete this year. The other six are in the process. Thankful that the counties are helping cover funding for teachers to get their endorsement.
 - Retention & Meeting the Needs of Students - average departure is 9% annually, goal is 5%. Currently at 7%.
 - Next year's goals - creating a 5 year strategic plan, identification of areas of academic weakness, creating a plan of attack to address the weakness, and continuation of previous work.
 - Questions - NA
- Director's Handbook – DRAFT
 - Mr. Roles questioned the differences in Handbook versus the discussions at the retreat, flow chart different. Changes were made to reflect requested changes.
 - Mr. Wolfe questioned where the flow chart should name him or should it say

“Fiscal Executive supervisor”. Dr. Taylor points out that this is how it was discussed in the Governing Board retreat. The handbook will be slightly different.

- Dr. Chase would like to see the flowchart in the Director Handbook
 - Dr. Chase questioned about adding something about the hours the Director is scheduled to work and Spotsylvania remote work policy.
 - Dr. Chase asked what is SSWS (Single Sign-on Web System). Dr. Taylor explained that it is state sign on for grants, admin function reports, master schedule, school reports, etc.
- Finance Committee Meeting Minutes - May 10, 2023

Attendance - Jennifer Grigsby, CGS Director, Heidi Robison, CGS Program Manager, Chris Fulmer, Stafford County Deputy Superintendent & Chief Operating

Minutes

- The meeting began at 8:32am.
- Mrs. Robison and Mrs. Grigsby went through the budget document providing an overview and changes that have occurred over time with the budget. They also answered questions from Mr. Fulmer throughout the meeting.
- Regional Office Personnel - All numbers in this section are provided by Spotsylvania County as the fiscal agent. Any raises or steps are given following the practices of Spotsylvania County for their employees for the upcoming year. Although this is state funding and not directly part of Spotsylvania County’s budget, the salary and benefits practices follow that of the fiscal agent. Mr. Fulmer had questions regarding some of the benefits, specifically hospitalization. Is Hospitalization the health care benefits for the regional staff? If so, how do those break out? He planned on emailing Prashant Shrestha, Chief Business Officer of Spotsylvania County Public Schools, to obtain answers to his questions.
- Program Instructional Development
 - In most of these categories, increases were made based on actual spending in FY23.
 - Multiple lines, 2.6 Computer Hardware, 2.6 Computer Software, and 2.6 Guidance, were new lines added this year, which accounts for the \$0.00 current allocation and the justified increases. Mrs. Robison has been trying to add lines slowly as she adapts to the spending trends in order to have a better showing of expenditures.
 - Program Technology
 - 3.1 Verizon Maintenance went from \$70,000 to \$0.00 due to the cancellation of some of the internet services. Over the next four years, CGS plans to integrate our program into the technology services provided by each of the schools since they all now have reliable and high-speed internet across all schools. This was not the case when the program first began utilizing these services for the Tanberg broadcast system.
 - 3.3 Technology Maintenance/Upgrades have also decreased due to Chromebooks being available to all students in most divisions. Each site has access to new Chromebook carts for students without a device (either from lack of resources, lack of distribution for some divisions, or lack of remembering to bring it that day). Additionally, the CGS probeware connects automatically to the CGS

Chromebooks housed on site without needing special permissions on student individual Chromebooks from their divisions.

■ Regional Office Operations

- Decreases in many of the costs of running the regional office were decreased by changing leases to better match output.
 - There is a large increase in travel for FY24. Spotsylvania County has indicated that they plan to rescind use of the CGS car after the retirement of the current Network Engineer. If that occurs, then the CGS Network Engineer will need to be reimbursed for mileage along with the CGS Director, CGS Program Counselor, and the CGS Program Manager. The car was initially allocated due to the Network Engineer needing approximately \$1000 per month in travel reimbursement. Spotsylvania County felt it more prudent for their audits to provide him with a vehicle.
 - Tuition assistance is provided to students for the DE Chemistry course through Richard Bland College. All juniors take DE Chemistry for a total cost of \$275. CGS pays \$75 per student for the course. Students are responsible for the other \$200. Richard Bland College also provides CGS with 20 free seats for students who qualify for free or reduced lunch. Part of the decrease is due to no longer covering the annual tuition of a student who transferred from Spotsylvania County to Caroline County. The rest is due to class size.
 - Assistance to Participating Divisions
 - Fire & Liability Insurance is purchased annually to protect CGS in case of any accidents with staff or students. Previously, a student was injured in a laboratory experiment, and the student's family brought about litigation against the school divisions and CGS. Although found not culpable, it was recommended by legal services to obtain a separate policy for CGS, which has been in place since.
 - VSPA Grant - Awarded annually for the same amount and able to be used for specific technology purposes.
- Mr. Fulmer requested historical budgets with actual expenses as soon as possible and additionally a detailed spreadsheet ledger of expenses that are delineated by subject, site, etc.
 - Mr. Fulmer also recommended a mid-year meeting to review expenditures up until that point in time and meeting again in late April/early May prior to the final budget being voted upon by the Governing Board.

The meeting adjourned at 9:05am.

■ Questions - NA

Action Items

- CGS FY 2023-2024 Proposed Budget -
 - Mr. Roles questions whether this budget goes to committee. The governing board will approve at the October meeting.
 - Mr. Copeland motioned to approve Proposed Budget, Mr. Roles seconded the motion, motion carried 3-0
- Updated CGS Constitution - Mr. Copeland motioned to approve revised Constitution, Mr. Roles seconded the motion, motion carried 3-0
 - Dr. Chase requested a clean copy be sent to the board members when completed.
- Updated CGS By-Laws -

- Mr. Roles questioned whether we needed a retreat each year. If no new members then can have a shorter meeting. Want to have a change “shall” will be changed to “may”
- Mr. Copeland motioned to approve the amended By-Laws, Mr. Roles seconded the motion, motion carried 3-0
- Updated CGS Joint Agreement
 - Mr. Roles requested changes:
 - Revised version - II. A Regional teaching staff or personnel, “including CGS teachers” engaged...School. This is added to allow the director to have some say in whether a teacher continues teaching in the CGS program.
 - Who does personnel cover? It would cover any future positions.
 - Mr. Roles motioned to approve Joint agreement as amended, Mr. Copeland seconded the motion, motion carried 3-0
- Evaluation Process for CGS Director - attached to the board packet “Guidelines for Uniform Performance Standards and Evaluation Criteria For Principals”
 - Mr. Wolfe questioned the date for step 3 & 4, the consensus was the dates were accurate to allow enough time for those involved to provide feedback.
 - Dr. Chase the evaluation process follows the same as principals are currently using.
 - Mr. Copeland motioned to approve Evaluation Process, Mr. Roles seconded the motion, motion carried 3-0

Pulled from Consent:

- Previous Meeting Minutes from March 23, 2023
- Board Retreat Minutes from March 25, 2023 - with changes to the directors evaluation flow chart.
 - “Executive board” is changed to “Governing Board”
 - “Executive Superintendent, board chair” is changed to “Executive Committee”
- Mr. Roles questioned the superintendent’s ability to fill in for Governing board members when they do not attend the meeting.
- Dr. Chase motioned to approve minutes as amended for March 23 & 25, 2023. Mr. Roles seconded the motion, motion carried 3-0.
- Monthly Financial Report
 - Mr. Copeland motioned to approve the Financial report, Mr. Roles seconded the motion, motion carried 3-0
 - Dr. Chase questions why Spotsylvania county is charging for buses when the other counties do not. Superintendents committee will discuss when they meet.
 - Dr. Chase motioned to approve the Financial report, Mr. Copeland seconded the motion, motion carried 3-0
- Closed Session
 - Motion to move into closed session pursuant to Code of Virginia, Section 2.2-3711.A.1, for discussion, consideration, or interviews of prospective candidates for employment; or for discussion of assignments, appointments, promotions, performance, demotion, salaries, disciplining, or resignations of specific public officers, appointees, or employees of any public body
 - Mr. Copeland motioned to move to Closed Session, Mr. Roles seconded the motion, motion carried 3-0
- Closed Session Certification / Open Session Reconvened -
 - Motion to end and certify closed session & reconvene open session. I certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such business matters as were identified in the motion by which the closed meeting

- was convened were heard, discussed, or considered in the meeting today.
- Mr. Copeland, Mr. Roles, and Dr. Chase certifies only public business...
 - Mr. Copeland motioned to close out Closed session, Mr. Roles seconded the motion, motion carried 3-0
 - Mr. Copeland motioned to accept Director personal as presented , Mr. Roles seconded the motion, motion carried 2-1, (Dr. Chase)

Adjournment - 5:10 pm

Next Meeting: Thursday, September 21, 2023 at 4:00 pm
Spotsylvania County School Board Office
8020 River Stone Drive
Fredericksburg, VA 22407