

# The Commonwealth Governor's School

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125 University Blvd · Fredericksburg, Virginia 22406 · 540-548-1278

## **CGS Governing Board Agenda**

CGS Regional Office

125 University Blvd, Fredericksburg, VA 22406

October 17, 2024, 4:30pm

- I. Call to Order
  - A. Pledge of Allegiance
  - B. Roll Call (sign in sheet)
- II. Approval of October 17, 2024 Agenda
- III. Approval of Consent Agenda
  - A. Meeting Minutes for September 19, 2024 (pages 1-3)
  - B. Monthly Financial Report (pages 4-7)
- IV. Public Comment
- V. Director's Report (pages 9-11)
- VI. Counselor's Report (pages 12-14)
- VII. Discussion Items
  - A. CGS Regional Program Goals (pages 15-18)
  - B. CGS Demographic Information (page 19)
  - C. VDOE Diversity report (pages 20-23)
  - D. Review of the Commonwealth Governor's School Constitution (amended 9/23) for new members (pages 24-39)
- VIII. Action Item
  - A. FY25 budget adjustment with September 30 enrollment (pages 40-42)
- IX. Board Members' Comments & Next Steps
- X. Superintendents' Comments
- XI. Adjournment

### Next Meeting:

Thursday, January 16, 2025 4:30pm

CGS Regional Office

125 University Blvd, Fredericksburg, VA 22406

Additional information and supporting documents can be found at [cgsva.org](http://cgsva.org).

# The Commonwealth Governor's School

125 University Blvd· Fredericksburg, Virginia 22406 · 540-548-1278

## **CGS Governing Board Minutes - draft**

King George School Board Office (2nd floor conference room)

9100 St. Anthony's Rd, King George, VA 22485

September 19, 2024, 4:30pm

Call to Order (4:33pm)

Pledge of Allegiance

Roll Call -signed in

- Caroline - Mrs. Allison Sears (primary board representative)
- King George - Ms. Cathay Hoover (alt. board representative), Mrs. Kristine Hill (superintendent designee)
- Spotsylvania - Ms. Belen Rodas (alt. board representative), Dr. Clint Mitchell (Superintendent)
- Stafford - Dr. Sarah Chase (primary board representative), Melony Star Kiesan
- Regional Office – Mrs. Tracie Omohundra (regional director), Mrs. Heidi Robison (program manager & clerk of the board), Kristina Sullivan (online)

Approval of September 19, 2024 Agenda - Mrs. Sears made a motion to approve the agenda, Ms. Hoover seconded the motion, motion approved 4-0

Approval of Consent Agenda - Mrs. Sears made a motion to approve the agenda, Ms. Hoover seconded the motion, motion approved 4-0

- Meeting Minutes (closed session) for May 30, 2024
- Meeting Minutes for May 30, 2024
- Meeting Minutes for April 4, 2024
- Monthly Financial Report

Public Comment - NA

Director's Report

- Thank you
- Teacher work week
- School visits - goal to be in each site once a week
- Field Experiences -
  - went with 11th graders Williamsburg, enlightenment
  - 9th grade - Graves Mountain
  - Next week:
    - National Archives -10th
    - Air & Space Museum - 11th
- Culminating - was able to observe each grade

- Staffing - all positions filled. Welcome to new counselor - Kristina Sullivan . Mrs. Diaz out on maternity leave.
- Regional office - moved to UMW, have been welcoming and securing space for our students for events
- Middle School recruitment
  - Spotsy middle school meetings and evening event
  - King George - evening and daytime meeting at middle school
  - Caroline - working on dates
  - Stafford - doing discovery nights - plan to get into middle school lunches
- Richard Bland - MOU signed agreement, we receive 20 waivers for our students
- Robotics - transferring to Stafford County - only service the Stafford schools and only 10% of the students are CGS
- Investigating Model UN - to potentially bring it back
- Field Experiences - broken out by month and grade level
- PTO Board members

#### Counselor's Report - first 3 weeks

- Meeting with those on probation and warning level
- Survey the 9th graders - quick meeting and helped with strategies
- Visit displayed in pie charts

Questions: Ms. Rodas - What is the difference between warning and probation. 2.0 below CGS based classes (probation), 2.01-2.49 CGS based classes (warning). Have met with the parents and they are 100% supportive.

#### Discussion Items

- 2023-2024 AP Testing results

Questions:

Dr. Chase - questioning the Physics scores. Did they improve over last year? Only 28 students took the exam. Decrease in the number taking exams but scores increased 8 points. The Physics test was after some of the students graduated.

Dr. Chase - Any thoughts on changing to DE Physics? We would need to have someone who is endorsed in physics.

Ms. Rodas - Dr. Daniels questioned the drop in AP Bio scores for RHS? Ms. Omohundro will get back to Dr. Daniels when have the answer.

- Final FY24 Budget - Close out budget for FY24 - \$103,000 will come from Spotsy - unable to spend all the funds and approximately \$50,000 in VIRCO furniture was 2 months late delivering.
- CGS Program Overview - each of the divisions asked for
  - 6 sites
  - Hallmarks of program
    - Half day, regional collaboration, broadcast, field experiences, course alignment, culminating
  - Schedule - bell schedule, week schedule, and field experiences

- Enrollment and retention at each sites
- Website and Student Information System - do not have a great web presence. Need something to WOW people. We have difficulty accessing student info. Meeting with all 4 divisions to see what they are using and get their opinion. Got several quotes and since it was over \$50,000 we had to do a Request for Quote. Plan to have the website up and running by November.

Questions:

Dr. Mitchell - how was the decision made? Mrs. Omohundro put the info into a spreadsheet. Looked at cost per student and compared to each of our counties. Compare those costs to the vendor's quotes. Then made the recommendation to Stafford who reviewed and approved.

Dr. Chase - Governing board will have to approve the budget that will contain the expense for the SIS and Website.

- 2024-2025 Governing Board Meeting Dates
  - Previously asked to move the meeting to 4:30pm - do you want to review or amend - discussion of staying with 4:30pm
  - Dr. Omohundro - will send out email to Gov board
  - Retreat - Dr. Omohundro recommended meeting on the 20th 12-4pm for retreat and then governing board meeting.

Questions:

Dr. Chase- recommend we cancel the Feb 20, 2025 meeting and hold it during the retreat. Board agreed.

Dr. Chase - asked if we could move all the Governing Board meetings to the Regional Office at UMW 125 University Blvd, Fredericksburg, VA - discussion it was agreed to move all the meetings to UMW. If meeting space is available we will move the location.

#### Action Item

- Elect new board vice chair - Dr. Chase nominated Mrs. Sears at Vice Chair, motion second by Ms. Hoover, motion carried 4-0

#### Board Members' Comments & Next Steps

- Dr. Chase - thrilled that the new director has hit the ground running
- Mrs. Sears - excited to see where we are going

#### Superintendents' Comments - NA

Next Meeting - Thursday, October 17, 2024 4:30pm - 125 University Blvd, Fredericksburg, VA 22406

Adjournment (5:20pm)

# The Commonwealth Governor's School

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125 University Boulevard · Fredericksburg, Virginia 22406 · 540-548-1278

October 17, 2024

## CERTIFICATION

The Commonwealth Governor's School Governing Board Chair and Director met on October 17, 2024, and approved without exception, the payment of items shown on the attached sheets as follows:

October 17, 2024	FY 25 Accounts Payable Checks	\$ 80,165.83
October 17, 2024	FY25 JP Morgan (credit card - paid weekly)	\$ 17,090.61
	September 19, 2024	\$4,381.49
	September 26, 2024	\$6,704.08
	October 3, 2024	\$1,884.18
	October 10, 2024	\$4,120.86
October 17, 2024	FY25 Travel (paid through PR)	<u>\$ 428.20</u>
	Grand Total	\$ 97,684.64

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Board Chairman

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Director



Stafford County Public Schools



DETAIL INVOICE LIST

CASH ACCOUNT: TRI 01010 CHECK RUN: 101624R 10/09/2024

VENDOR NAME	PURPOSE	AMOUNT
28986 walter G Campbell	English: Guest speaker 9-	400.00
29191 Edgar D Morris Jr	Ind. cont., comes in and	125.00
28021 Forms and supply Inc	RO: table for directors o	519.99
29150 JustTech LLC	Annual copier maintenance	32.28
13248 Mount Vernon Travel	10th grade: 9-25-24 Natio	5,900.00
13248 Mount Vernon Travel	11: Air and Space Museum	4,875.00
13248 Mount Vernon Travel	9: Graves Mt Ldg Travel f	7,300.00
13248 Mount Vernon Travel	11th grade: Colonial Will	7,900.00
13248 Mount Vernon Travel	11th. Williamsburg ticket	2,210.00
13248 Mount Vernon Travel	10: Charter bus Front Roy	13,400.00
13248 Mount Vernon Travel	12: Charter bus Klein The	4,875.00
29224 Tracie Omohundro	Travel and meals for VACG	177.95
29320 Rediker Software Inc	Website and SIS system	25,090.00
22848 LR Signs	10: AP Bio student shirts	2,101.28
14857 Verizon	Esti: Monthly TLS Lines	5,166.99
26662 xerox Corporation	Annual Copier lease contr	92.34
<b>16 INVOICES</b>		<b>CHECK RUN TOTAL 80,165.83</b>

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CHECK RUN SUMMARY

CHECK RUN: 101624R 10/09/2024

ACCOUNT	ORG_DESC	ACCT_DESC	
094-601-6-601-HI-61410-420-0000-55400-	Commonweal	Travel Sem	177.95
094-601-6-601-HI-61410-420-0000-60700-	Commonweal	Furniture	519.99
094-601-6-601-HI-68100-420-0000-50010-	Commonweal	Internet A	5,166.99
094-601-6-601-HI-68200-420-0000-30010-	Commonweal	Other Purc	125.00
094-601-6-601-HI-68200-420-0000-60400-	Commonweal	Software A	25,090.00
094-601-6-601-HI-68300-420-0000-54150-	Commonweal	Central Co	124.62
094-601-6-601-11-61100-420-1300-58760-	Commonweal	Activity A	2,210.00
094-601-6-601-10-61100-420-1400-60016-	Commonweal	Recognitio	2,101.28
094-601-6-601-12-63200-420-1100-34300-	Commonweal	Transporta	4,875.00
094-601-6-601-11-63200-420-1200-34300-	Commonweal	Transporta	4,875.00
094-601-6-601-10-63200-420-1300-34300-	Commonweal	Transporta	5,900.00
094-601-6-601-11-63200-420-1300-34300-	Commonweal	Transporta	7,900.00
094-601-6-601-09-63200-420-1400-34300-	Commonweal	Transporta	7,300.00
094-601-6-601-10-63200-420-1400-34300-	Commonweal	Transporta	13,400.00
094-601-6-601-HI-61100-420-1100-30010-	Commonweal	Other Purc	400.00
		FUND TOTAL	80,165.83

CHECK RUN SUMMARY TOTAL 80,165.83

\*\* END OF REPORT - Generated by Rita B. Brooks \*\*

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The Commonwealth Governor's School  
Governing Board Meeting  
October 17, 2024

**Agenda Topic:** Public Comment

**Action Required:** \_\_\_\_\_ Requires Board Action  
 X  Receive Information

**Background Information:**

Members of the public may present comments to the CGS Governing Board.

**Director's Recommendation:** Receive Information

The Commonwealth Governor's School  
Governing Board Meeting  
October 17, 2024

**Agenda Topic:** Director's Report

**Action Required:** \_\_\_\_\_ Requires Board Action  
\_\_\_\_\_  Receive Information

**Background Information:**

The director will provide updates to the board about CGS student and staff activities that have occurred since the previous board meeting.

**Director's Recommendation:** Receive Information

**Attachments:**

# Director's Report - October 2024



- Instructional update
  - Teacher walkthroughs
  - Curriculum review
  - Field Experiences
  - Culminating
- Recruiting
  - Schedule
  - Principal's Meetings
- Regional Office
  - Website & SIS
  - Budget preparation
  - Technology review

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## Recruiting Plan

THE COMMONWEALTH GOVERNOR'S SCHOOL Information for Secondary Applications Information for 2025-2026 (See the school website for details on safe and virtual situations)					
Division	Date/Time	Event	Location	Audience	Prospective CCS Site
<b>Information Sessions</b>					
Societyville	10/15/2024 8am	Middle School Visits	Dorchester High School	8th grade students	Societyville or Eberhard
Societyville	10/15/2024 11am	Middle School Visits	Free Day High School	8th grade students	Societyville
Societyville	10/15/2024 12pm	Middle School Visits	Free Day High School	8th grade students	Eberhard
Societyville	10/15/2024 1:30pm	Middle School Visits	Free Day High School	8th grade students	Eberhard
Societyville	10/15/2024 2:30pm	Middle School Visits	Free Day High School	8th grade students	Eberhard
King George	10/16/2024 8:30-10:00am	CCS and CCS Student Information	King George Middle School	Outgoing 8th grade students	King George
Societyville	10/28/2024 12pm	Middle School Visits	Thomson High School	8th grade students	Societyville
Societyville	10/28/2024 12pm	Middle School Visits	Societyville High School	8th grade students	Societyville
Carlisle	10/30/2024	Middle School Visits	Carlisle Middle School	8th grade students	King George
King George & Carlisle	11/7/2024 6:00-7:00pm	CCS and CCS Family Night	King George High School	8th grade 8th students & families	King George
Societyville	11/7/2024 6:00-7:00pm	4E Education Expo	Carlisle High School	8th-10th grade families	Societyville or Eberhard
Carlisle	11/7/2024 6:30-8pm	CCS Family Night	Carlisle High School	8th grade 8th students & families	King George
Stafford	11/10/2024	MS Lunch Visits	Stafford County Middle Schools	8th grade students	Colonial Forge, North Stafford or Stafford
Societyville	11/10/2024 12:30-1:30pm	CCS Open House	Eberhard High School	8th grade 8th students & families	Eberhard
Societyville	11/10/2024 1:30-2:30pm	CCS Open House	Societyville High School	8th grade 8th students & families	Societyville
Stafford	11/10/2024 TBD	High School Discovery Night	Colonial Forge High School	8th grade 8th students & families	Colonial Forge, North Stafford or Stafford
Stafford	11/10/2024 TBD	High School Discovery Night	North Stafford High School	8th grade 8th students & families	Colonial Forge, North Stafford or Stafford
Stafford	11/10/2024 TBD	High School Discovery Night	Stafford High School	8th grade 8th students & families	Colonial Forge, North Stafford or Stafford
Stafford	11/10/2024 TBD	High School Discovery Night	Stafford High School	8th grade 8th students & families	Colonial Forge, North Stafford or Stafford
Stafford	11/10/2024 TBD	High School Discovery Night	Stafford High School	8th grade 8th students & families	Colonial Forge, North Stafford or Stafford
Stafford	11/10/2024 TBD	High School Discovery Night	Stafford High School	8th grade 8th students & families	Colonial Forge, North Stafford or Stafford
<b>Application Information</b>					
Stafford	11/2/2024	Secondary Programs Application System Opens	Online Teacher Division Website	8th grade students	Colonial Forge, North Stafford or Stafford
Stafford	11/2/2024	Secondary Programs Application System Closes	Online Teacher Division Website	8th grade students	Colonial Forge, North Stafford or Stafford
Stafford	11/7/2024	Parent/Student Program Selection Application	Online Teacher Division Website	8th grade students	Colonial Forge, North Stafford or Stafford
Societyville	11/10/2024	Online Application Window Closes at Midnight	Online Teacher Division Website	8th grade students	Societyville or Eberhard
Societyville	11/22/2024	Online Application Window Opens	Online Teacher Division Website	8th grade students	Societyville or Eberhard
Societyville	2/19/2025	Letters Sent Out	Online Teacher Division Website	8th grade students	Eberhard




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# School Profile

## The Commonwealth Governor's School

2024-2025 School Profile



LCS University Boulevard  
Fredericksburg, VA 22406  
540-548-1278  
www.cgsva.org

### About Us

#### Mission

To provide gifted and highly motivated high school students a challenging, differentiated, and interdisciplinary academic program of study in the core subject areas of English, mathematics, science, and social studies using non-traditional techniques supported by technology in their classrooms.

#### History & Locations

Established in 1998, The Commonwealth Governor's School (CCS) is an Academic Year Governor's School that provides gifted and highly motivated high school students with challenging academic courses. Based on a school within a school model, the half-day program utilizes real-time interactive technology, field experiences, and team teaching to create a regional community of learners. Caroline, King George, Stafford, and Stafford students are offered a rigorous program of study that emphasizes interaction with other talented students in the region. Students from twelve participating high schools attend one of six CCS sites.

<b>CCS Sites</b> <ul style="list-style-type: none"> <li>• Colonial Forge High School</li> <li>• King George High School</li> <li>• North Stafford High School</li> <li>• Riverbank High School</li> <li>• Spotsylvania High School</li> <li>• Stafford High School</li> </ul>	<b>Additional Participating Schools</b> <ul style="list-style-type: none"> <li>• Brooke Point High School</li> <li>• Canine High School</li> <li>• Chancellor High School</li> <li>• Courtyard High School</li> <li>• Massanutten High School</li> <li>• Mountain View High School</li> </ul>
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#### Administration

Mr. Chris Furrer, Acting Executive Superintendent  
Stafford County Public Schools  
Dr. Tracie G. Omichinski, Director  
tommichin@scps.org  
Mrs. Kristina Sullivan, School Counselor  
ksullivan@scps.org

#### Community Partnerships

The following partners enhance the CCS program by providing guest speakers, mentors, field experiences, opportunities for summer enrichment, and community service. Collins Industries, Shenandoah National Park, Regional Summer Camp, #1 Schools, Dalgleish, Virginia, Richard Bland College, and University of Mary Washington.

### Students

#### Selection

Students are selected to attend CCS in a competitive process that evaluates grades, academic ability and achievement, teacher recommendations, an interview, and a portfolio presentation of self-selected interests. Applications are reviewed by independent selection committees from each participating division.

#### Enrollment

Class of 2025: 623 students over six sites  
Total Enrollment: 608 students

#### Academic Achievement

Class of 2024:

- 141 graduates
- 6 Salutatorians
- 92% enrolled in higher education for 2024-25
- \$4,948,000+ in scholarships

Advanced Placement (23-24) for students in grades 9-12:

- 1278 exams in 22 subject areas
- 83% of CCS students scored 3 or above
- 58% of CCS candidate scores were 4 or 5

A 44-point 7-term-based high school scale is used for computing grade point average and class rank.

#### Curriculum & Instruction

All courses in the Program of Study are honors level and above with Advanced Placement exam options available to students. The Cumulating Research Course is a four-year process. In the 9th grade, students learn the basics of research, literature review, research question development and presentation skills. By 12th grade, students further develop writing skills and become independent researchers, focusing on the development of college-level research products. Students present their findings to an expert adviser, CCS staff, and the Cumulating Research and Writing at the conclusion of all four years of research.

#### Program of Study

Site Grade	Site Grade	Site Grade	Site Grade
Honors English I	Honors English II	AP English I: Rhetoric and Composition	AP English Language and Composition
Honors English III	AP Honors English: Ourselves with Technology	AP English II: Rhetoric and Composition	AP Language: U.S. Multicultural Culture or AP Statistics
AP Honors Science	AP Science	AP Chemistry	AP Physics
AP Honors History	AP U.S. Government	AP U.S. History	AP European History
Advanced Placement Government II	Advanced Placement Research II	Advanced Placement Research I	Advanced Placement Research II

# Field Experiences

- Graves Mountain
- Shenandoah
- Comedy of Errors
- Air and Space



The Commonwealth Governor's School  
Governing Board Meeting  
October 17, 2024

**Agenda Topic:** **Counselor's Report**

**Action Required:**  Requires Board Action  
 Receive Information

**Background Information:**

This report provides general information about the activities that Mrs. Sullivan, school counselor has conducted since the last meeting.

**Director's Recommendation:** Receive Information

**Attachment:** 6a. CGS Counselor Report 9/10-10/9/2024

The Commonwealth Governor's School  
School Counselor Report  
September 9, 2024 - October 9, 2024

Due to family illness and scheduled leave two weeks were missed during this report period.

**Individual Counseling Meetings**

- Students on academic warning continue to receive additional support.
- Students on academic probation continue to receive additional support.
- Other areas of concern remain in behavior management, teacher concern, exit risk and probation.

**Site Visits**

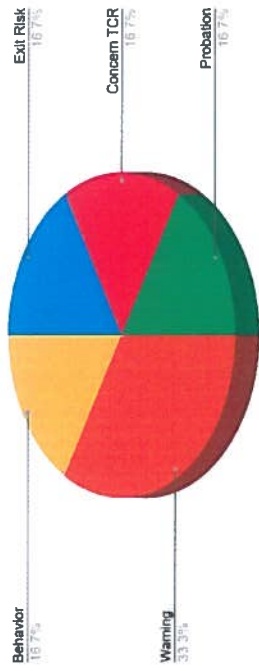
- Stafford and Spotsylvania Sites had more scheduled visits
- 9th grade visits were concluded at all sites. Students received a classroom visit/lesson on time management
- Data collected from visits will be utilized to structure additional supports
- Child study, SEC, and Exit prevention meetings attended.
- Peer Mentorship Program discussion meeting held.

**Next Steps**

- Continued support of students at CGS sites
- Middle School Recruitment visits
- Attending Program Events

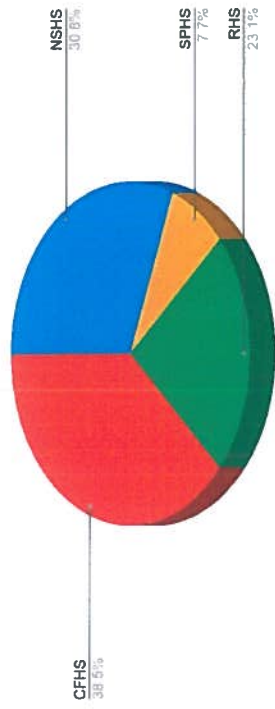
CGS Counselor Visit Reason

9/10-10/9/2024



CGS Counselor Visit Site

9/10-10/9/2024



Counselor Visit by Grade

9/10-10/9/2024



CGS Counselor Visit by Division

9/10-10/9/2024



The Commonwealth Governor's School  
Governing Board Meeting  
October 17, 2024

**Agenda Topic:** **FY25 CGS Regional Program Goals**

**Action Required:**  Requires Board Action  
 Receive Information

**Background Information:**

The Director will present the goals for the 2024-2025 school year.

**Recommendation:** Receive Information

**Attachment:**  7a. FY25 CGS Program Goals



# CGS Program Goals 2024-2025

October 17, 2024



## Strategic Plan Development

In order to best outline areas of need and improvement, all stakeholders of the CGS program will come together to create a formal six-year strategic plan.

**Goal:**

By the end of the 2024-2025 school year, a six-year strategic plan will be written, presented to the board for approval, and implemented.

## Branding & Stakeholder Communication

CGS does not have a modern website and communication tool, student information system, or branding package.

**Goal:**

By the end of the 2024-2025 school year, CGS will create and implement a modern website and communication tool, student information system, or branding package to promote the unique benefits of the program.

## Retention & Meeting the Needs of Students

There has been a steady departure of approximately 9% of students annually from the program. Those students identified work/school life balance, mental health concerns, and culminating as the major reasons for departure from the program.

Strategies to support students include,

- the addition of a CGS Program Counselor working with students individually, in small groups, and in whole group settings, to receive services when struggling academically, socially, or emotionally.
- changes to the Culminating Research course while maintaining the rigor and skill attainment for students.
- Enforce homework expectations as supervised by the Director.

The retention rate for the 2023-2024 ranged from 92-96% by grade level.

**Goal:** The CGS student attrition rate will be 5% or fewer (students exiting the program).

## Review of New Mathematics Curriculum

In 21-22, CGS changed the mathematics curriculum to better meet the needs of students.

- 2021-2022 – Juniors & seniors were offered AP Calculus AB instead of AP Calculus BC.
- 2022-2023 – 1<sup>st</sup> Year of BC & Multivariable Calculus & Approval of AP Precalculus
- 2023-2024 - 1<sup>st</sup> year of AP Pre-calculus

### **Goals:**

Meet with the math teams at all 6 sites to complete a review of the existing math curriculum and instruction, to include AP scores, AP professional development activities, teaching experience and degree attainment.

Provide funding for AP teachers participate in College Board professional development activities.

Determine what, if any, adjustments need to be made for the 26-27 school year.

## Gifted Endorsement of Teachers

Four of the ten teachers who participated in a Region III cohort with Shenandoah University completed their gifted endorsement.

In order to meet the goal, the director will conduct a review of the current status of gifted endorsements among teachers. The director will also identify barriers and propose solutions, including budgetary needs.

### **Goal:**

By 2026, CGS will have at least 50% of the teachers either fully endorsed or actively enrolled in a gifted endorsement program.

## Outreach to Younger Gifted Students

All six CGS sites provided STEM/STEAM activities to middle school students in the 2023-2024 school year. Gifted resource teachers reported positive experiences at all six sites and hopes to continue this program in the future.

Based on feedback from stakeholders, the programming will incorporate language arts activities to better reflect the CGS curriculum.

### **Goals:**

All six CGS sites will provide STEM/STEAM activities to middle school students in the 2023-2024 school year to include language arts.

The director will survey accepted students (April 2025) to determine if they participated in 7th grade STEM day programming (22-23) and its impact on their application.

The Commonwealth Governor's School  
Governing Board Meeting  
October 17, 2024

**Agenda Topic:** CGS Demographic Data

**Action Required:**  Requires Board Action  
 Receive Information

**Background Information:**

The Director will present demographic data for the CGS sites.

**Recommendation:** Receive Information

**Attachment:** Pending due to regional staff training

The Commonwealth Governor's School  
Governing Board Meeting  
October 17, 2024

**Agenda Topic:** VDOE Diversity Report

**Action Required:**  Requires Board Action  
 Receive Information

**Background Information:**  
The Director will present the VDOE Diversity Report.

**Recommendation:** Receive Information

**Attachment:** ■ 7c1. CGS Diversity Goals and Report 2024-2025 - VDOE & Governor You...

## Academic Year Governor's School Diversity Goals and Report

Submitted in accordance with FY2021 Budget Item 145,C-27, i

<b>School Information</b>	
<b>Governor's School Name</b>	The Commonwealth Governor's School (CGS)
<b>School Address</b>	12301 Spotswood Furnace Road, Fredericksburg, VA 22407
<b>School Phone Number</b>	540-548-1278
<b>Director</b>	Mrs. Jennifer Grigsby
<b>Participating School Divisions</b>	Caroline County King George County Spotsylvania County Stafford County

<b>Primary Diversity Goal(s)</b>
<p>Advanced programs, such as the Virginia Academic Year Governor's Schools, that serve gifted, talented, and highly motivated high school students are crucial to the success of these unique learners. It is paramount that exceptional students from diverse backgrounds, including students from underserved racial, socioeconomic, and twice exceptional or 504 plan subgroups, have equitable access to The Commonwealth Governor's School. Ultimately, the goal for the CGS program and all participating school divisions is to have student applicants and student representation that matches division demographics (within 5-10%).</p> <p>Additionally, research indicates the importance of students from underserved populations learning from instructors that share common traits and/or experiences. The goal for the CGS program and participating school divisions is to have a teaching faculty from diverse backgrounds that reflects the population of students in the regional high school area being served. As many of our veteran teachers begin retiring, we are looking to actively recruit high quality teachers from diverse backgrounds to replace them.</p>

## Plan for Progress toward Diversity Goal(s)

CGS plans to continue/begin incorporating the following action steps to meet the aforementioned diversity goals:

- Ensure all school divisions are using universal screener results in combination with a multi-criteria process to identify and serve gifted/talented students AND students with potential in the elementary school setting;
- Collaborate with school divisions on expanding the criteria that permits students to take Algebra I as a middle school student;
- Increase the elementary school and middle school outreach programs offered at CGS sites to include **all** elementary and middle schools at **all** CGS sites;
- Start the process of outreach to potential applicants (and their families) in upper elementary school and have a group of diverse current students in the program return to their elementary school to help with the presentations and answering questions;
- Continue working with middle school programs with fewer accepted CGS students to improve their application preparation process;
- Work closely with school counselors to identify and encourage students from diverse backgrounds with high scores on achievement tests and high potential to apply for the CGS program;
- Use school division communication systems to inform all students and families about dates and times for upcoming recruitment and application events;
- During recruitment meetings for 8<sup>th</sup> grade students, solicit support from all school divisions to have all eligible students (students currently in Algebra I or Geometry) attend information sessions and apply to the program;
- Provide virtual program tours and virtual events for students and parents who may have transportation, work conflict, or child care concerns;
- Record recruitment and application process events and post recordings on the website to help provide access to all interested students and families who may not be able to attend a live in-person or virtual session;
- Provide information regarding the application process to English learner families in their native language through print materials and translators at events;
- Disaggregate data from the application process to identify areas where students are struggling and problem-solve ways to help students improve in those areas;
- Ensure diversity of adult interview/portfolio panelists in both race/ethnicity and gender for student selection;
- Increase the presence and solicit help from local community groups such as the NAACP, local chapters of historically black and/or Latinx fraternities and sororities, The National Organization for Advancement of Hispanics Fredericksburg location, LUCHA Ministries (which provides services to the Latino community), and local churches with larger populations of minority families in the CGS recruitment process.
- As faculty positions become available in CGS, the CGS Director will participate in recruiting events at various colleges and universities (especially HBCUs) to recruit candidates from diverse backgrounds.

## Current Practices for Screening and Admission of Students

In order to apply for the CGS program, eighth grade students must complete Algebra I during middle school. Students do NOT have to be identified as gifted or talented to apply for CGS. Since the 2020-2021 school year, interested students completed an application with basic information and submit the following items for scoring purposes:

- Ability testing scores
  - CogAT or OLSAT (determined by school division)
  - given by each school division
  - uses either the composite score or highest subcategory (determined by division)
  - 20 possible points total
- Achievement testing scores
  - Reading & Mathematics, specific tests used determined by each school division
  - 40 possible points total (20 points per section)
- Middle School GPA
  - includes all middle school courses (core and electives)
  - 20 possible points total
- Teacher Recommendations
  - Students will obtain four teacher recommendations (one from a math teacher, one from an English teacher, one from another teacher, and one from a non-related adult). The scores from the top three recommendations will be used. This change was implemented in 2021-2022 to eliminate any potential teacher bias and an outlying low score.
  - 36 possible points total
- Interview Score
  - Basic questions about interests (both academic and extracurricular) and why the student wants to participate in CGS
  - 30 possible points total
- Portfolio Score
  - Student brings portfolio items that reflect the student's love of learning and explain how the item meets specific outlined criteria.
  - 36 possible points total

These categories are the same across all four participating school divisions. However, each division does make slight alterations in the process. Please see below:

- Ability Testing Scores
  - Caroline County – All students are universally screened in Grade 2 with the CogAT. Additionally, all CGS applicants are given the CogAT during the application process and the composite score is used.
  - King George County – All students are universally screened in Grade 2 with the MAP test. All CGS applicants are screened using the OLSAT for the



The Commonwealth Governor's School  
Governing Board Meeting  
October 17, 2024

**Agenda Topic:** CGS Constitution and By-laws

**Action Required:** \_\_\_\_\_ Requires Board Action  
\_\_\_\_\_  Receive Information

**Background Information:**

During the 2022-2023, the Governing Board reviewed the CGS Constitution and By-laws. At the September Governing Board meeting, the Constitution and By-laws were approved, but not certified. Because there are new board members, staff is requesting review by new board members and certification at the next Governing Board meeting.

**Director's Recommendation:** Receive Information; Request Approval at the next Governing Board meeting

**Attachments:** ■ 7d1. Constitution

**CONSTITUTION**  
**THE COMMONWEALTH GOVERNOR'S SCHOOL**

**ARTICLE I**

**Name**

The name of this Organization shall be The Commonwealth Governor's School and it shall exist pursuant to the terms of the Agreement to Establish and Operate Joint School Program and executed by the School Boards of Caroline, King George, Spotsylvania, and Stafford, which agreement is entered into by the aforesaid School Boards for the purpose of jointly operating a regional academic year Governor's School in the Commonwealth of Virginia.

**ARTICLE II**

**Purpose**

The purpose of this Organization shall be to provide a regional differentiated high school curriculum program to supplement the educational programs of the participants having executed terms of agreement in Article I and to provide facilities, equipment, materials, and administrative, clerical, and teaching staff, and transportation necessary therefore and to that end.

**ARTICLE III**

**Membership of Organization**

The membership of this Organization shall be composed of the participating School Boards of Caroline, King George, Spotsylvania, and Stafford.

The members of this Organization shall adhere to State of Virginia Administrative Code 8VAC20-281, Regulations Governing Jointly Owned and Operated Schools and Jointly Owned Programs; and Virginia Code §22.1-26, Joint and Regional Schools.

Approved by the Commonwealth Governor's School Governing Board: February 19, 1998, amended December 16, 1999, July 19, 2001, May 16, 2013, amended September 21, 2023

## ARTICLE IV

### Governing Board

The Governing Board of this Organization shall be composed of one school board member and one alternate from each participating school division's school board, and the Executive Superintendent of The Commonwealth Governor's School. The Governing Board will be elected annually by each member's respective board. Alternate members will only have voting privileges in the absence of their school division's board member.

1. A majority of the Governing Board shall constitute a quorum at any meeting, and a majority of those present shall be necessary for a vote except as specified in Article VIII and Section 8 of the by-laws.
  - a. Article VIII: This Constitution may be amended only upon a unanimous vote of all participating school divisions, provided that such proposed amendment has been presented to the Governing Board at least one Governing Board meeting prior to the Governing Board meeting where such vote shall occur.
  - b. Section 8: These By-Laws may be amended only upon a majority vote of the Governing Board, provided that such proposed amendment has been presented to the Governing Board at least one Governing Board meeting prior to the Governing Board meeting where such vote shall occur.
2. The powers of the Governing Board shall be those delineated in the Regulations of the Board of Education of the Commonwealth of Virginia as approved by the Governing Board members upon the formation of this Organization.
3. The Governing Board shall be authorized to employ the Regional Office personnel required to operate this Organization; purchase supplies; purchase, sell, or dispose of equipment or appliances; determine policies concerning instruction; approve the curriculum in keeping with the general laws, and with the regulations and requirements of the Virginia Board of Education; and in general manage, operate, and conduct joint school programs.
4. The Governing Board shall procure and maintain necessary insurance for this Organization, including a liability policy with minimum limits of \$1 million per occurrence and property damage coverage for any and all property owned by this Organization.
5. The Governing Board shall select at its annual meeting in January a Clerk of the Board who shall not be a member of the Governing Board and who shall keep a record of all proceedings of the Governing Board. The Clerk of the Board shall be the custodian of all records of the Governing Board, and shall send out all notices required by the Constitution or By-Laws.
6. The Governing Board is solely responsible for the approval and disbursement of state

funding for this Organization. The fiscal year budget will be approved no later than May 31 of the previous fiscal year, and will be amended no later than October 31 of the current fiscal year based on actual student enrollment. Academic Year Governor's Schools are funded through the Virginia General Assembly. These state funds for Academic Year Governor's Schools are based on projected student enrollment, anticipated state revenues, and each school division's composite index. Participating school divisions will provide local financial support from county revenues.

## **ARTICLE V**

### **Selection of Officers and Duties**

1. The Governing Board shall select from its membership a Chair and a Vice-Chair at its annual meeting in January.
  - a. The Executive Committee of the Governing Board shall consist of the Chair, Vice-Chair and Executive Superintendent.
  - b. The Superintendent of the elected Chair will assume the responsibilities of Executive Superintendent. The Executive Superintendent shall act as the representative of the Superintendents of the participating school boards and shall be a non-voting ex-officio member of the Governing Board.
2. The Chair shall preside over all meetings of the Governing Board and shall see that all orders and resolutions shall be carried out and shall have the general powers and duties of supervision usually vested in the office of a Chair of a School Board in the Commonwealth of Virginia.
  - a. The Chair and Executive Superintendent shall meet with the Director at the beginning of the fiscal year to discuss strategic planning goals, develop a needs assessment, and address any hard to staff teaching vacancies, along with subsequent plans to mitigate learning loss as a result of these vacancies, for the upcoming school year. The strategic planning goals, needs assessment, and vacancy concerns and plan, will be communicated to the Superintendents' Committee and the Governing Board at the first meeting of the school year. The Superintendents' Committee shall be comprised of the superintendent from each member's school divisions.
  - b. The Director will provide a mid-year summary to the Executive Committee. The Governing Board and Superintendent's Committee will receive an end-of-year strategic planning goals report from the Director.
3. The Vice-Chair shall perform the duties and exercise the powers of the Chair during the absence, disability, or request of the Chair.
4. The Superintendents' Committee shall assist in the performance evaluation of the Director. They shall provide input on the evaluative summary to the Executive

Superintendent, and the Governing Board will approve the final evaluation document prior to June 1.

5. The Chair of the Governing Board shall appoint with Board approval such other committees as deemed needed in the operation of the activities of this Organization.

## **ARTICLE VI**

### **Fiscal Agent**

1. The Fiscal Agent shall be appointed for the subsequent fiscal year by the Governing Board at its annual meeting in January.
  - a. In the event the Fiscal Agent wants to terminate their Fiscal Agent responsibilities, the Fiscal Agent shall give the Governing Board notice of one calendar year so appropriate action may be taken by the Governing Board. The new fiscal agent shall take on the responsibilities as of July 1.
2. The Fiscal Agent of The Commonwealth Governor's School shall be a participating school division, and shall receive and disburse the state revenues based on The Commonwealth Governor's School Governing Board's direction. The fiscal agent will provide office space and technology equipment housing for the Regional Office personnel.
3. The Fiscal Agent shall employ, under the direction of the Governing Board, the necessary personnel to work in the CGS Regional Office.
  - a. Salary and benefits of the Regional Office personnel will be determined by the Fiscal Agent as per their policies and practices, as approved by the Governing Board.
4. Regional Office personnel shall abide by the personnel and purchasing policies and regulations of the school division that serves as Fiscal Agent.

## **ARTICLE VII**

### **Dissolution Clause**

In the event of the dissolution of this Organization, all assets shall be disposed of pursuant to the Agreement to Establish and Operate Joint School Program executed by the school boards of Caroline, King George, Spotsylvania and Stafford.

## **ARTICLE VIII**

### **Amendment**

This Constitution may be amended only upon a unanimous vote of all participating school divisions, provided that such proposed amendment has been presented to the Governing Board at least one Governing Board meeting prior to the Governing Board meeting where such vote shall occur.

## **BY-LAWS**

### **THE COMMONWEALTH GOVERNOR'S SCHOOL**

**Section 1: Regular meetings of the Governing Board shall be held at such times and places as shall be designated by the Governing Board at a minimum of once a quarter.**

**Section 2: The Governing Board shall hold an annual meeting in January of each year for the purpose of electing officers and delegating duties for the next year. Following the election of officers and onboarding of new Governing Board members, a Governing Board retreat may be scheduled and held to aid in the transition to this assignment.**

**Section 3: The Director and Clerk of the Board, or their duly appointed representatives, will be required to attend all meetings of the Governing Board.**

**Section 4: Special meetings of the Governing Board may be held on the call of the Chair of the Governing Board, or by two members of the Governing Board, provided notice is given within 3 days to all members of the Governing Board.**

**Section 5: At least one week prior to a meeting, other than a special meeting, meeting packet, notice of the time and place of such meetings shall be given by letter or electronically, to all Governing Board members, mailed/emailed to their usual place of business or residence. The meeting packet will include agenda, consent agenda items, and supporting information for discussion items.**

**Section 6: The Commonwealth Governor's School Governing Board Chairperson can make or second a motion.**

**Section 7: The Commonwealth Governor's School Governing Board will follow Robert's Rules of Order in the conduct of its business.**

**Section 8: These By-laws may be amended only upon a majority vote of the Governing Board, provided that such proposed amendment has been presented to the Governing Board at least one Governing Board meeting prior to the Governing Board meeting where such vote shall occur.**

**Section 9: The participating county Superintendents and the Director will make curriculum adoption recommendations and programmatic revisions to the Governing Board for approval.**

**Section 10: A closed meeting will be used to discuss any item of a confidential nature such as personnel and contractual matters pursuant to Code of Virginia, Section 2.2-3711. This meeting will be limited to CGS Governing Board members and any individual who is required to provide the confidential information.**

**AMENDMENT TO AN AGREEMENT TO ESTABLISH AND OPERATE  
A JOINT SCHOOL PROGRAM**

This **AGREEMENT**, made this 17<sup>th</sup> day of September 21, 2023, by and among **THE SCHOOL BOARD OF CAROLINE COUNTY, THE SCHOOL BOARD OF KING GEORGE COUNTY; THE SCHOOL BOARD OF SPOTSYLVANIA COUNTY; AND THE SCHOOL BOARD OF STAFFORD COUNTY** amends and replaces a prior **AGREEMENT** to establish and operate a joint school program made the 24<sup>th</sup> day of February, 1998, revised on the 21<sup>st</sup> day of January, 2010, revised on the 17<sup>th</sup> day of November 2011, and revised on the 17<sup>th</sup> day of January 2019.

WITNESS, THAT:

**WHEREAS**, the School Board of Caroline County, the School Board of King George County, the School Board of Spotsylvania County, and the School Board of Stafford County (**Participating Parties**) wish to amend the original **AGREEMENT** to establish, operate and control a joint school program known as The Commonwealth Governor's School.

NOW, THEREFORE:

For and in consideration of any initial contributions and the continuing support provided to date toward the operation of the aforementioned program, the **Participating Parties** do hereby agree to the following **AMENDED AGREEMENT TO ESTABLISH AND OPERATE A JOINT SCHOOL PROGRAM** known as the Commonwealth Governor's School.

**I. PURPOSE OF THE COMMONWEALTH GOVERNOR'S SCHOOL**

The purpose of The Commonwealth Governor's School shall be to provide an academic-year regional program based on a school-within-a-school model, using a half-day program for gifted and/or highly motivated high school students. The program shall consist of a challenging, differentiated, and interdisciplinary program in English, mathematics, science, and social studies, utilizing real-time compressed video technology and coordinated large group activities, field experiences, and team teaching to create a regional community of learners.

- A. The Participating Parties** agree with and support the fundamental need for unique and specialized learning opportunities for gifted students as identified in federal legislation:

*The term "gifted and talented", when used with respect to students, children, or youth, means students, children, or youth who give evidence of high achievement capability in areas such as intellectual, creative, artistic, or leadership capacity, or in specific academic fields, and who*

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*need services or activities not ordinarily provided by the school in order to fully develop those capabilities. (Title IX, Part A, Section 910J (22), p. 544)*

- B. Students with highly gifted abilities have unique academic and emotional needs that often are best addressed in learning environments specifically designed to address those needs and by a teaching staff with specific training to recognize and address those needs
- C. Validated and highly respected educational research supports the need and rationale for programs such as the Virginia Governor's Schools in addition to opportunities to participate in advanced, honors, and/or Advanced Placement classes.
- D. School divisions remain concerned with continued advocacy for appropriate learning opportunities for all students, including the highly gifted students, but also including students with special needs as well as students with interest in athletic programs, career preparation, fine arts, etc.

## II. OPERATIONAL

This AGREEMENT hereby affirms that:

- A. The instructional program of The Commonwealth Governor's School shall be generally provided through the use of personnel and school facilities of the Participating Parties and/or through financial and other arrangements between and among the Participating Parties.
- B. Regional staff and personnel, including CGS teachers, engaged by the Participating Parties shall be recruited, employed, assigned their duties and responsibilities, supervised, evaluated, and separated from service consistent with the policies of the respective Participating Parties as the employer of record, with feedback provided by and in cooperation with The Commonwealth Governor's School Director.
- C. Facilities, equipment and other tangible or real properties or resources provided by the Participating Parties in support of The Commonwealth Governor's School shall be under the control, management, and supervision of the respective Participating Parties, in cooperation with The Commonwealth Governor's School Director.
- D. No tuition nor other fees or charges shall be assessed by the Participating Parties except as may be separately and expressly authorized and approved by an official action of the respective Participating Parties as a part of a regularly

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scheduled School Board meeting.

### III. GOVERNANCE

A. A Governing Board of this Organization shall be a Joint School Board (hereafter referred to as the "Governing Board"), as authorized by Section 22.1-26 of the Code of Virginia and consistent with the regulations promulgated by the State Board of Education for "Jointly Owned and Operated Schools and Jointly Operated Programs" (8 VAC 20-280- 10 et seq.) This Governing Board shall be a nonprofit, unincorporated association.

1. Participating Parties shall be entitled to have one (1) representative each elected from their membership to serve as a member of the Governing Board and one (1) representative to serve as an alternate. The alternate member may be the Superintendent of such school division or the superintendent's designee.
2. **Other School Boards which become Additional Parties (See Section IV below) shall be entitled to one (1) representative each and entitled to designate one (1) alternative representative, who may be the school division superintendent or the superintendent's designee.**

B. The powers and duties of the Governing Board shall include the following:

1. To adopt such by-laws as are necessary for the efficient operation of The Commonwealth Governor's School provided that such by-laws shall not be inconsistent with the terms of this AGREEMENT. The by-laws shall require that decisions on real estate or property investment matters be made by votes of the Governing Board.
2. To acknowledge the provision by the **Participating Parties** of facilities, equipment, and materials; administrative, clerical, and teaching personnel; and/or transportation services necessary in support of The Commonwealth Governor's School.
3. To select, develop and/or otherwise identify and describe the coursework (including the additional instructional/learning experiences other than coursework) and the suggested activities designed to meet the unique needs of students interested in and eligible for participation as defined by the rules and regulations of the joint school program.
4. To assist participating schools and school divisions in the implementation of the planned coursework (including the additional instructional/learning experiences other than coursework) and the suggested student activities.

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5. To establish and manage the business affairs of The Commonwealth Governor's School in order to facilitate cooperation and coordination of coursework, student services, and student activities between and among the participating school divisions and/or schools.
6. To make relevant policy decisions and to employ such Governing Board personnel as may be authorized to carry out the duties and responsibilities of the Governing Board.
7. To determine, with such professional advice and the direct involvement of **Participating Parties'** school division personnel as deemed necessary and/or appropriate by the respective school Boards, the curriculum, eligibility standards of students, and all matters necessary to efficiently operate The Commonwealth Governor's School.
8. To execute any other duly authorized responsibilities for the management of its business and property affairs necessary to carry out its purposes.
9. To have such authority related to the operation of programs defined and/or described as "Academic Year Governor's Schools" as may be provided under the laws of the Commonwealth of Virginia and the Rules and Regulations of the State Board of Education.

#### IV. PROPERTY (REAL/PERSONAL) INTERESTS

All property, real or personal, now owned by or hereinafter acquired for The Commonwealth Governor's School purposes, shall be held for the use of the Participating Parties hereto. Ownership is retained by the entity that purchased the property.

##### A. Property purchased or furnished by a **Participating Party**:

1. **All property, real or personal, acquired by the Participating Parties of this AGREEMENT at the date hereto or acquired prior to the addition of any Additional Party, shall remain the property of the Participating Parties hereto exclusively as their interests exist as of the date hereof.**
2. The property acquired by each Participating Party shall be considered a non-transferred property contribution of each such Participating Party towards the non-operating expenditures of The Commonwealth Governor's School.
3. The site premises properties purchased by Participating Parties are the properties of the respective individual party.
4. The Commonwealth Governor's School Governing Board shall request

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from the **Participating Parties** that easements be granted to public utilities as may be necessary provided that such easements do not substantially interfere with the uses of the properties owned by the **Participating Parties** hereto.

**B. Property purchased or furnished by the Governing Board:**

1. All property, real or personal, acquired by the Governing Board shall remain the property of the Governing Board regardless of where that property is placed for use by staff and/or students.
2. Upon withdrawal from The Commonwealth Governor's School, all property owned by the Governing Board shall be returned to the Governing Board.
3. Upon dissolution of The Commonwealth Governor's School, all properties owned by the Governing Board will be divided among the Participating Parties (see Section VIII below).

**V. ADDITIONAL PARTIES**

The School Boards of other school divisions may become Participating Parties to this AGREEMENT and members of The Commonwealth Governor's School Governing Board by filing a written application with the Clerk of The Commonwealth Governor's School Governing Board and by sending a copy thereof to the Clerk of each of the Participating Parties.

- A. For admission an applicant must receive an affirmative majority vote by the members of The Commonwealth Governor's School Governing Board present and voting at a regularly scheduled meeting. Applicants who become members of The Commonwealth Governor's School Governing Board under this paragraph must execute an addendum to this AGREEMENT and be bound by the terms hereof and shall then thereafter be referred to as **Participating Parties**.
- B. Applicants who become parties to this AGREEMENT and members of The Commonwealth Governor's School Governing Board under this paragraph agree (within sixty (60) days after acceptance) to submit an estimate of the number of students to be enrolled in the Commonwealth Governor's School program during the first year as a member. That estimate shall be considered the enrollment for purposes of determining any initial financial contribution or other consideration to The Commonwealth Governor's School program and/or other **Participating Parties** as may be appropriate.
- C. At the conclusion of the first year financial contributions, if any, to The Commonwealth Governor's School shall be established as a part of the annual budgeting process of the Governing Board.

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## VI. WITHDRAWAL

Participating Parties to this AGREEMENT may withdraw from this AGREEMENT by giving a formal written notice to the Clerk of The Commonwealth Governor's School Governing Board with a copy to all remaining Participating Parties at least one year in advance of the withdrawal except that no such notice shall be later than July 1<sup>st</sup> of the year preceding the fiscal year of the withdrawal.

- A. The withdrawing party shall, prior to its withdrawal, convey all of its undivided interest in all property, real or personal, acquired by The Commonwealth Governor's School Governing Board and held by said withdrawing party. Such percentage undivided interest shall be conveyed to the remaining Participating Parties upon withdrawal.
  1. The withdrawing party shall prepare and execute such documents as are necessary to transfer its interests in all property, real and personal, acquired by The Commonwealth Governor's School Governing Board and held by said withdrawing party or on its behalf.
  2. Said documents shall transfer the undivided fractional interest of the withdrawing party to the remaining Participating Parties which hold an undivided fractional interest in said property and said transfer to the remaining Participating Parties shall be proportional to the undivided interest in said property held by the remaining Participating Parties.
  3. Site premises and other properties owned by the withdrawing Party shall remain the properties of the withdrawing Party without consideration paid to the withdrawing Party for such property by the remaining parties.
- B. Upon withdrawal, no prior contributions made by the withdrawing party or on its behalf to The Commonwealth Governor's School or in furtherance of the purposes of The Commonwealth Governor's School Governing Board shall be withdrawn except as may be hereinafter provided.
- C. Any withdrawing party must, prior to withdrawal, complete its financial obligation for any funds obligated to The Commonwealth Governor's School Governing Board.
- D. All other necessary and documented withdrawing expenses shall be borne by the withdrawing party.
- E. Upon withdrawal of any party from this AGREEMENT, pursuant to the terms and conditions of this Section, all further obligations and duties of said withdrawing party under this AGREEMENT shall cease.

## VII. BUDGET & FINANCE

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The Finance Committee shall be the Budget Directors (or other Superintendent's designees as appropriate) from the member school divisions. The Finance Committee will serve as a resource to the Director and the Governing Board in discharging their respective responsibility for the overall supervision of the financial reporting, accounting policies, internal controls and the planning, development, and review of financial and budgetary policies of The Commonwealth Governor's School. In this role, the Finance Committee will meet at least once per year to review the outlined proposed budget prior to the Governing Board voting in May of each year on said budget.

Subject to their participation in the various educational programs authorized and/or approved by The Commonwealth Governor's School Governing Board, **Participating Parties** hereto shall provide each year such funds as may be approved by their respective School Boards to establish, operate and maintain The Commonwealth Governor's School programs, services and activities subject to the following:

- A. Such funds as may be approved by **Participating Parties** shall remain within their respective budgets and under the control of such Parties except that specific appropriations may be authorized to The Commonwealth Governor's School Governing Board at the sole discretion of the Participating Parties.
- B. A recommended annual operating budget for The Commonwealth Governor's School shall be presented to the Governing Board for consideration by January 31 of each year. The budget shall include for the respective **Participating Parties**:
  1. An estimate of the number of students expected to enroll in The Commonwealth Governor's School program by grade, and
  2. A summary of their estimated expenditures supportive of The Commonwealth Governor's School program.
- C. The Commonwealth Governor's School Governing Board shall consider the above recommendations and, after deliberation, approve a proposed operating budget no later than May 31<sup>st</sup> of each year.
- D. The Commonwealth Governor's School Governing Board's proposed budget shall be submitted to the **Participating Parties** and shall:
  1. Consider The Commonwealth Governor's School Governing Board's proposals in accordance within the dictates of the budget process within each respective School Division. A good faith effort shall be made by the Participating Parties to include those planned expenditures for the program (as estimated in Paragraph VI (C) above) in its adopted budget each year as is reasonably practicable.
  2. Once The Commonwealth Governor's School Governing Board has received and reviewed the considerations from the **Participating Parties**,

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it shall finalize The Commonwealth Governor's School Governing Board's budget.

3. The Commonwealth Governor's School Governing Board shall have the right and power to accept and expend as it deems appropriate any funds which may become available to or for educational purposes however, The Commonwealth Governor's School Governing Board shall not have the power to obligate the **Participating Parties** of this AGREEMENT or any one of the political subdivisions providing financial support to the **Participating Parties**.

#### VIII. TERMINATION/DISSOLUTION

Should The Commonwealth Governor's School Governing Board terminate its operations by dissolution or by sale of its facilities or other properties, or in any other manner, then the assets held and owned by The Commonwealth Governor's School Governing Board, after payment of all liabilities including the costs of any appraisals therewith demanded, will be distributed among the then existing **Participating Parties**, according to their respective undivided fractional interests in the said assets, or on a prorated basis as agreed to by the **Participating Parties**.

The Governing Board may be voluntarily dissolved by the Governing Board if a resolution to dissolve is adopted by a unanimous vote of the Governing Board members present and voting.

**IX. COMPLETE AGREEMENT**

**This AGREEMENT constitutes the complete understanding among the Participating Parties hereto and it shall not be amended in any respect unless by written agreement approved and executed by each Party hereto.**

**IN WITNESS WHEREOF, the School Board of Caroline County, the School Board of King George County, the School Board of Spotsylvania County, and the School Board of Stafford County have caused this AGREEMENT to be signed and their seals to be affixed hereto and attached by their respective Clerks on the dates of each of their respective approvals thereof.**

amended September 21, 2023



The Commonwealth Governor's School  
Governing Board Meeting  
October 17, 2024

**Agenda Topic:** CGS FY25 Budget

**Action Required:**  Requires Board Action  
 Receive Information

**Background Information:**

The Director will present the amended Fiscal Year 2025 CGS Regional Office budget for the 2024-2025 school year for approval.

Due to an adjustment in student enrollment for the estimated 625 to the actual 605 students as of September 30, 2024 there will be a decrease in funding of \$53,869.68 for the 2024-2025 budget. 2023-2024 remaining funds (carryover funds) from Spotsylvania County Public Schools in the amount of \$103,717.89 will result in a net increase of \$49,848.21.

Note: As a result of fiscal agent change for the 2024-2025 school year, the budgeted items may be classified differently than what was originally presented due to Stafford County Public Schools policies and procedures.

**Recommendation:** Staff recommends approval of the FY25 budget as presented.

**Attachment:** ■ 8a1. FY25 Budget - Google Sheets.pdf

THE COMMONWEALTH GOVERNOR'S SCHOOL				
FY25				
	ACCOUNT NAME	May 2024	October 2024	VARIANCE
	STUDENT COUNT	625	605	(20)
<b>REVENUE</b>				
	VDOE FUNDS	\$ 1,683,427.50	\$ 1,629,557.82	\$ (53,869.68)
	TECHNOLOGY GRANT	\$ 26,000.00	\$ 26,000.00	\$ -
	EST. Carry over from Spotsy ADDITIONAL FUNDING		\$ 103,717.89	\$ 103,717.89
<b>TOTAL REVENUE</b>		<b>\$ 1,709,427.50</b>	<b>\$ 1,759,275.71</b>	<b>\$ 49,848.21</b>
<b>SALARIES/WAGES/STIPENDS/BENEFITS</b>				
<b>TOTAL SALARIES AND BENEFITS</b>		<b>\$ 596,294.90</b>	<b>\$ 578,479.00</b>	<b>\$ (17,815.90)</b>
<b>PROGRAM</b>				
	BOOKS/SUBSCRIPTION/MEDIA		\$ 18,750.00	\$ 18,750.00
	FIELD EXPERIENCE	\$ 222,153.50		\$ (222,153.50)
	ACTIVITY AND PROGRAM FEES		\$ 69,205.00	\$ 69,205.00
	MISC TRANSPORTATION CHG	\$ 3,750.00	\$ 3,750.00	\$ -
	TRANSPORTATION CONTRACTED SVC		\$ 172,225.00	\$ 172,225.00
	FOOD	\$ 13,000.00	\$ 6,000.00	\$ (7,000.00)
	FURNITURE AND EQUIP		\$ 51,500.00	\$ 51,500.00
	INSTRUCTIONAL SUPPLIES	\$ 375,000.00	\$ 385,000.00	\$ 10,000.00
	LEASE/RENTAL		\$ 6,000.00	\$ 6,000.00
	PRINTING/BINDING	\$ 500.00	\$ 500.00	\$ -
	PURCHASE SVC (GUEST SPEAKERS)		\$ 5,050.00	\$ 5,050.00
	RECOGNITION SUPPLIES		\$ 9,588.94	\$ 9,588.94
	TUITION ASSISTANCE	\$ 12,675.00	\$ 11,400.00	\$ (1,275.00)
<b>TOTAL PROGRAM</b>		<b>\$ 627,078.50</b>	<b>\$ 738,968.94</b>	<b>\$ 111,890.44</b>
<b>PROGRAM TECHNOLOGY</b>				
	TECHNOLOGY PURCH SVC	\$ 325,954.10	\$ 239,547.77	\$ (86,406.33)
	INTERNET ACCESS		\$ 62,400.00	\$ 62,400.00
	TECHNOLOGY MTL & SUPPLIES	\$ 126,000.00	\$ 88,000.00	\$ (38,000.00)
<b>TOTAL PROGRAM TECHNOLOGY</b>		<b>\$ 451,954.10</b>	<b>\$ 389,947.77</b>	<b>\$ (62,006.33)</b>

<b>STAFF OPERATIONS</b>				
	COPIER	\$ 1,800.00	\$ 1,880.00	\$ 80.00
	OFFICE SUPPLIES		\$ 13,000.00	\$ 13,000.00
	INSURANCE	\$ 6,000.00	\$ 6,000.00	
	POSTAGE	\$ 300.00	\$ 1,000.00	\$ 700.00
	TRAVEL/MILEAGE	\$ 16,000.00	\$ 20,000.00	\$ 4,000.00
	TRAVEL SEMINARS AND CONFEREN	\$ 10,000.00	\$ 10,000.00	\$ -
<b>TOTAL STAFF OPERATIONS</b>		<b>\$ 34,100.00</b>	<b>\$ 51,880.00</b>	<b>\$ 17,780.00</b>
<b>GRAND TOTAL</b>				
		<b>\$ 1,709,427.50</b>	<b>\$ 1,759,275.71</b>	<b>\$ 49,848.21</b>
	VARIANCE	\$ 0.00	\$ -	\$ (0.00)
<b>CALCULATION:</b>				
	ACTUAL STUDENT ENROLLMENT	625	605	
	WEIGHTED COMPOSITE	\$ 0.3494	\$ 0.3494	
	PROGRAM LENGTH (HALF DAY .5)	\$ 0.50	\$ 0.50	
	BASE PER STUDENT FUNDING	\$ 8,280.00	\$ 8,280.00	
		<u>\$ 1,683,427.50</u>	<u>\$ 1,629,557.82</u>	
	VSPA GRANT	\$ 26,000.00	\$ 26,000.00	
	FY25 FUNDING	\$ 1,709,427.50	\$ 1,655,557.82	
<b>ESTIMATED FUNDING FOR FY25</b>				
	PER VDOE AYGS	\$ 1,683,524.00	\$ 1,629,557.82	
	VSPA GRANT	\$ 26,000.00	\$ 26,000.00	
		<u>\$ 1,709,524.00</u>	<u>\$ 1,655,557.82</u>	
		\$ (96.50)	\$ -	
	EST. ENROLLMENT			
<b>ADJUSTMENT</b>				
	CALCULATION BASED ON LOSS OF STUDENTS		20	
	DIFF BETWEEN 625 AND 605 AYGS		\$ 53,869.68	
	=20*(\$8280*0.5)*(1-0.3494)		\$ 53,869.68	
	VARIANCE DUE TO ROUNDING		\$ 0.00	

**The Commonwealth Governor's School**  
**GOVERNING BOARD MEETING DATES - FY 2024-2025**  
**Revised: June 20, 2024**

- July:** Thursday, July 18, 2024\*
- August:** Thursday, August 15, 2024\*
- September:** Thursday, September 19, 2024 – 4:30 p.m.  
***NOTE:** King George School Board Office (2nd floor conference Room)*
- October:** Thursday, October 17, 2024 – 4:30 p.m.  
*CGS Regional Office 125 University Blvd, Fredericksburg, VA 22406*
- November:** Thursday, November 21, 2024\*
- December:** Thursday, December 19, 2024\*
- January:** Thursday, January 16, 2025 – 4:30 p.m.  
*CGS Regional Office 125 University Blvd, Fredericksburg, VA 22406*
- February:** ~~Thursday, February 20, 2025 – 4:30pm~~  
~~*Executive Session Room / 31 Stafford Ave, Stafford, VA 22554*~~  
Governing Board Retreat Saturday, February 22, 2025- 8:00am - 12:00pm  
*CGS Regional Office 125 University Blvd, Fredericksburg, VA 22406*
- March:** Thursday, March 20, 2025 – 4:30 p.m.  
*CGS Regional Office 125 University Blvd, Fredericksburg, VA 22406*
- April:** Thursday, April 17, 2025\*
- May:** Thursday, May 15, 2025 – 4:30 p.m.  
*CGS Regional Office 125 University Blvd, Fredericksburg, VA 22406*
- June:** Thursday, June 19, 2024\*

***Please mark your calendars! CGS Governing Board meetings are always the third Thursday of each month***

***\* The Commonwealth Governor's School Governing Board chairperson approves payment of invoices only.***