

# College Partnership Laboratory School Standing Committee Meeting

## Draft Minutes

Wednesday, February 1, 2023

The College Partnership Laboratory Schools Standing Committee (Standing Committee) met in the conference room on the 25<sup>th</sup> Floor of the James Monroe Building, 101 North 14<sup>th</sup> Street, Richmond, VA 23219.

### Committee Members

Bill Hansen - Attended in person	Pam Moran - Attended Virtually
Andy Rotherham - Attended in person	Tag Greason - Not in Attendance
Joan Wodiska - Attended in person	John Bailey - Attended Virtually
Pamela Davis-Vaught - Not in Attendance	

The Standing Committee meeting was called to order at 9:00 a.m. The Standing Committee did not have a physical quorum present for the meeting and did not take any votes.

Ms. Schultz opened the meeting with a presentation highlighting the following key topics:

- Overview Presentation
- Approval of Agenda and Minutes
- Review, Comment, and Adopt Draft Process for Review, Recommendation, and Report on College Partnership Laboratory School Applications
- Draft Work Calendar
- Ms. Schultz reviewed the general process for reviewing the Lab School Applications:
- Receive lab school applications and review for general completeness before going to the Lab School Committee
- Standing committee reviews document
- Meet with applicant and request advisory work group or technical expertise
- Conduct public comment period or public hearing
- Develop and provide recommendations and written report to the full board and applicant.

Ms. Schultz reviewed the following elements of a lab school application:

- Executive Summary
- Mission and Vision
- Educational Program
- Governance
- Management Structure
- Financial Operations Information
- Placement Plan
- Other Assurances

- Public Comment Period.

A rubric was provided to the Standing Committee for use in reviewing applications.

A draft work calendar was shared with the Standing Committee, which included the deadlines for the submission of reports for the Board of Education (Board). The Standing Committee discussed the need for applicants to have a better idea of the workflow for their applications. It was recommended that the Standing Committee deadlines for materials mirror the deadlines of the Board for consistency.

The Standing Committee expressed their preference for future meetings to be held in northern Virginia at GMU. It was noted that Lorraine Venesky does not need to physically be in attendance for those meetings. Ms. Moran suggested that the schedule the Standing Committee give schools adequate time for planning their openings.

Ms. Wodiska offered to take recommendations for the draft calendar from Standing Committee members and come up with a workable calendar. Ms. Schultz recommended not having a meeting in September but adding one in November.

Ms. Schultz reminded the Standing Committee that Standing Committee meetings are public meetings and reviewed the timeline and objectives for reviews and recommendations, including setting meeting dates and coordinating what happens outside of meeting dates. She also informed the Standing Committee that the Department will be presenting updated/recommended language changes on the Virginia College Partnership Laboratory School Application Process document (Process Document) to the Board on February 2, 2023. This will clean up the Process Document and address confusing and misaligned language. Upon Board approval, the College Partnership Laboratory School Application will be updated as well.

The Standing Committee discussed electing a chairperson. Because there was no quorum, a vote was not taken during the meeting. However, the members agreed that there needs to be a chairman in order to have a structured leadership model. An agenda item will be added for the next meeting to elect a chairperson.

The Committee requested a flow chart (to be provided by Ms. Schultz) that states the steps for the application process to include the following:

- Applicant submits application
- Application goes up for public comment
- Committee reviews public comment
- Applicant comes to meeting and Committee can ask questions at that time
- Committee deliberates with scoring rubric
- It is of the applicant's choice to take council of Committee or not and, if not, send application to the Board as is
- Committee submits the report to the Board
- Board acts.

The meeting ended at 10:00 a.m.