

UVA Innovation Hub Lab School Governing Board Minutes

January 21, 2025, Willowtree

Attendees: Dr. Stephanie Rowley, Dr. Royal Gurley, Dr. Katina Otey, Dr. Ben Allen, Conner Brew, Dr. Jennie Chiu

- I. Called to order by Jennie Chiu standing in for Shannon Montague
- II. Jennie Chiu acting as temporary Secretary for minutes
- III. Welcome – please complete the conflict of interest form
- IV. Reports
 - a. Jennie Chiu gave an update about the progress of the Innovation Hub doing the first Mitosis project, teachers engaging in the fellowship including professional learning sessions, and Gabe Planas, Lab Manager, just kicked off the second long-term project where students design technologies that mimic animal adaptations. Students' final projects will be presented at the Rotunda on March 13th from 9am-12pm. Students will also visit UVA labs doing similar work. Please hold the date in your calendars.
- V. New Business
 - a. Organization of the Governing Board
 - i. Chair: Conner Brew
 - ii. Vice-Chairs: Dr. Rowley and Dr. Gurley
 - iii. Secretary: Dr. Chiu
 - iv. Oversight Committee: Jennie Chiu will serve as the Board representative on the Oversight Committee. Other recommended members are Dr. Tonya Coffey (CCS), Dr. Jennifer Maeng (UVA), and Kala Somerville (C4K)
 1. We agreed that the Oversight committee will solicit and provide feedback for the Lab School Director and Lab School Lab Manager to the Governing Board. The chair will facilitate the evaluation, and then all seven members of the Governing Board will provide feedback in an appraisal document. This feedback will be reflected and mirrored in UVA HR documentation and processes.
 2. We will share a draft of the Lab Director performance evaluation, including tasks outlined for the position, with the Governing Board and Oversight Committee.
 - v. Finance Committee: Dr. Otey will serve as the Board representative for the finance committee. Other suggested members are the CCS finance administrators and UVA finance administrators.
 - vi. Community Relations Committee: Dr. Allen will serve as the Board representative for the Community Relations Committee. Other suggested members include Chase Rohan from the Boys and Girls Club, Amanda Korman from CCS, and a member from Youth-Nex.

- vii. The sub-committees will meet regularly outside the Governing Board meetings as determined by the Lab Director and committee members and will have standing updates in the Governing Board meetings.
 - viii. Cadence of Governing Board meetings: We would like to hold another meeting in February and May, and then meet again in August and November to align with the school calendar. Homework for the February meeting includes the bylaws review, setting up members of the sub-committees, and setting up sub-committee meeting cadence.
- b. Parking Lot –
- i. Short-term – the Governing Board suggests the Director engage in strategic planning to set forth a vision and plan for the Lab School. This includes touch points that are in the curriculum and how what students do in the classroom, teacher professional development, and engagement with the community aligns with the vision and goals.
 - ii. Short term – Are there ways that Willowtree might be able to help including facilities, guest speakers, etc. to the school.
 - iii. Short/Long term – the Governing Board would like to put the evaluation of the lab school on the radar and a discussion of different measures such as teacher retention, qualitative data, MAP scores, etc. to provide evidence of Lab School outcomes.
 - iv. Long-term sustainability – the Board would also like to discuss in future meetings year 5 and long-term sustainability of the Lab School.
- VI. Meeting was adjourned by the newly elected chair, Conner Brew.