

Central Virginia Governor's School Governing Board Meeting Minutes Wednesday, April 5, 2017, 1:00 pm

This meeting of the Governing Board of the Central Virginia Governor's School for Science and Technology (CVGS) was held in the Conference Room of the Governor's School.

Governing Board members in attendance included Greg Smith (Appomattox County Public Schools), John Hicks (Bedford County Public Schools), and Roger Akers (Campbell County Public Schools).

Others in attendance were Tim Overstreet (Bedford County Schools), James Rinella (Campbell County Public Schools), Steve Smith (CVGS), and Kim McMillan (CVGS).

1. Call to order

Mr. Akers called the meeting to order at 1:37 pm.

2. Approval of meeting agenda

Mr. Smith made a motion to approve the agenda; Dr. Hicks seconded the motion, and it was approved by the Board.

3. Recommendation for approval of the minutes of the March 1, 2017, meeting

Mr. Smith made a motion to approve the minutes; Dr. Hicks seconded the motion, and it was approved by the Board.

4. Review of monthly financial report (Attachment A.i.)

Dr. Smith indicated that all revenue and expenditures were in alignment with projections at this time. Dr. Smith reminded the Board that the fund balance would be used to pay for any approved purchases that exceed the available funds in the operating budget.

Dr. Hicks made a motion to approve the financial report; Mr. Smith seconded the motion, and it was approved by the Board.

5. Review of draft CVGS budget for 2017-18

A draft of the CVGS 2017-18 budget was distributed for information only at this time. Both the approved budget for 2016-17 and the proposed budget for 2017-18 were listed side by side on the draft along with the differences between the two.

Dr. Smith pointed out that the line item for TUTION FROM OTHER used 125 students in its calculation, and the line for the state tuition revenue used 135 students in its calculation. This is due to the 10 tuition free slots that the Lynchburg City Schools receives as part of the 30 year facilities agreement; CVGS receives state funds for those students but does not received tuition from LCS.

Based on information received from the finance department of the Lynchburg City Schools, the proposed budget contains a 2% salary increase starting in January of 2018. It did not

include any increase for health insurance as that information was not yet available. The draft contained approximately \$24,500 in revenue that was not yet budgeted, and those funds have been used to cover increases in these lines as needed.

Dr. Smith also made a note that the custodian pay line increased by \$1,000 from 2016-17 to 2017-18. This increase includes an overlooked increase from 2015-16 to 2016-17 as well as the anticipated increase from 2016-17 to 2017-18.

6. Approval of CVGS 2017-18 Academic Calendar (Attachment A.ii)

Some changes were made to the draft distributed in a previous meeting in order to accommodate the division calendars that have been approved for 2017-18. Notes discussing the specific changes were provided on the back of the recommended calendar.

Dr. Hicks made a motion to approve the calendar; Mr. Smith seconded the motion, and it was approved by the Board.

7. Request from Appomattox County Public Schools for additional student slot

Appomattox County Public Schools requested the addition of one student slot for the 2017-18 school year (bringing them to four juniors and three seniors), and another additional slot for the 2018-19 school year (bringing them to four juniors and four seniors). The funds have already been approved in the Appomattox County School Board budget. Due to the timing of this request, Dr. Smith contacted Dr. Johnson, and they agreed to act in the best interest of the students involved and send a selection letter to the fourth junior at time of the notification letter mailing for all accepted students. This was in contrast to sending a wait list letter and then following up three weeks later with a selected letter.

Mr. Smith made a motion to approve the addition of two slots for Appomattox County Public Schools over the next two years; Dr. Hicks seconded the motion, and it was approved by the Board.

8. CVGS Selection process for 2017-18

- A. Letters were sent to all applicants on March 17, 2017. Acceptance letters were sent to 69 new juniors and 2 new seniors.
- B. Student responses were due back to CVGS by March 31, 2017.
- C. Registration for new students and their parents was schedule to occur on April 19, 2017. Dr. Smith distributed the CVGS Annual Enrollment and Tuition page. A line indicates that the number of students changed from the year before. The bolded years indicate an increase in tuition from year to year. There were several years where tuition did not increase, but the overall revenue did. This was due to increases in the number of students served. The footnotes indicate when non-resident students from the Lynchburg City Schools attended the Governor's School as "bonus" students. As a final note, for many years the practice has been to fill unfilled spots with seniors from the host school division if such qualified applicants exist. The host division contributes to the program in many ways, including providing for utilities costs and assisting with maintenance and repairs, and so when the opportunity arises, this additional benefit is provided to the host division.

9. Items of Information

A. Recent Events

- i. The Central Virginia Regional Science Fair was held on Saturday, March 4, 2017, in Merritt Hall on the campus of Central Virginia Community College.
- ii. The CVGS Foundation recently opened their scholarship program to all CVGS seniors. The three \$1,000 scholarships will be awarded at the Recognition Reception on May 7, 2017. The Foundation also funds two additional \$750 scholarships announced at the Recognition Reception, the Brandi Nichols Leadership Award and the Larbie Mensah Memorial Scholarship.
- iii. Middle School Day was on March 10, 2017, from 9:00 am to 11:00 am. Approximately 130 eighth grade students spent the morning at CVGS and participated in various activities led by the CVGS faculty and seniors. Next year two Middle School Days have been scheduled in order to accommodate additional students.
- iv. The Virginia Junior Science and Humanities Symposium was held on March 16 & 17, 2017, on the campus of James Madison University. Ms. Coghill took Hunter Diminick (Outstanding Research Award) from E. C. Glass, Grace Chun from Heritage High School, Hannah Steele (Outstanding Research Award) from Liberty High School, and Tanner Gage, Amber Li, and Josh Willoughby (Outstanding Research Award) from Jefferson Forest High School. This symposium, including registration costs, housing, and meals is fully funded by the US Army, Navy, and Air Force. CVGS travel expenses were covered by the CVGS Foundation.
- v. CVGS was open on Saturday, March 18, 2017, for those students who wanted extra instruction or study time.
- vi. The State Science Fair was at the Virginia Military Institute on March 24 and March 25, 2017. Below is a list of students that attended this event with Dr. Smith and the awards they earned: Skylar Wilhoit from Appomattox High School; Will Carrington (ASU Walton Sustainability Solutions Initiatives), Hunter Diminick, Jackson Riffiee (1st place-Mathematical Sciences & VA Dental Association: Science Talent Award), Youbin Roh, and Carson Wood (U.S. Metric Association Award & U.S. Navy/Marine Corps Award) from E. C. Glass High School; Emma Sisk (1st place-Animal Science) and Faith Quel from Brookville High School; Joseph Du and Isaac Liu from Jefferson Forest High School; Logan Shepard and Hannah Steele (Honorable Mention-Engineering: Materials and Bioengineering; Leidos Award for Applied Science and Engineering; & VA Dental Association: Science Talent Award) from Liberty High School; and Josh Jones from Rustburg High School.

B. Upcoming Events

- i. Dr. Smith and Mr. Howard will be attending a conference to learn more about the software used in the Leadership, Teamwork, and Communications senior tech seminar. The conference is scheduled for April 7-9, 2017, in Cleveland, Ohio.

- ii. The Industrial Advisory Board is scheduled to meet on April 19 at noon.
- iii. Registration Night for all new CVGS students was held on April 19, 2017.
- iv. Final exams are scheduled for April 20 and 24.
- v. The Governor's School will be open on Saturday, April 22, 2017, for those students who want extra help.
- vi. The CVGS Foundation Board will meet on Wednesday, April 26, 2017, at noon.
- vii. All juniors will present their research at the research symposium at CVGS on April 26, 2017. Each student will give a ten minute presentation of his or her research. Presentations are from 7-9 pm. Governing Board members are encouraged to attend.
- viii. The Recognition Reception is scheduled for May 7, 2017, from 2 pm to 4 pm. Board members are encouraged to attend.

10. Items from the Board

Bedford County Schools is looking into the option of having students take a dual enrollment class but not receive college credit for that class. This would allow dual enrollment students and non-dual enrolled students to attend the same class. While all CVGS juniors need to be enrolled in at least one dually enrolled class in order to access the online literature databases for research, this flexibility may be helpful for some CVGS seniors in the future.

11. Closed Session to Discuss Personnel Matters and Employee Compensation

Mr. Smith made a motion to go into closed session to discuss personnel matter and employee compensation; Dr. Hicks seconded the motion, and it was approved by the Board.

The voting members of the Governing Board, and the Director went into a closed session to discuss personnel matters and employee compensation as approved by the *Code of Va., §2.2-3711 Closed meetings authorized for certain limited purposes.*

When the Board reconvened in open session, Mr. Smith made a motion to certify that only topics listed on the closed meeting agenda were discussed; Dr. Hicks seconded the motion, and it was approved by a roll call.

**Next Governing Board meeting is scheduled for
Wednesday, May 3, 2017, at 1:00 pm.**

DATE - 4/04/17
 TIME - 13:41:33
 PROG - GNL.570
 REPT - GOV REV & EXP

LYNCHBURG CITY SCHOOLS
 GOVERNOR SCHOOL REVENUE & EXPENDITURES

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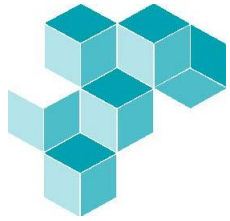
March 31, 2017

ACCOUNT NUMBER / TITLE	BUDGET	CURRENT MONTH TRANSACTIONS	YEAR-TO-DATE TRANSACTIONS	CURRENT ENCUMB BAL	CURRENT BUDGET BAL
REVENUE ACCOUNTS					
8.0000.000.0380.400.715 240229 GOVERNOR'S SCHOOL	360,000.00-	76,503.20-	153,006.40-	.00	206,993.60-
8.0000.000.0386.400.715 240299 OTHER STATE FUNDS	52,000.00-	.00	.00	.00	52,000.00-
8.0000.000.0719.400.715 190101 TUIT FM OTH CO/CY	568,700.00-	.00	573,400.00-	.00	4,700.00-
8.0000.000.0720.400.715 190102 OTH PMT OTH CO/CY	131,250.00-	.00	.00	.00	131,250.00-
8.0000.000.0809.100.011 BUDGET DESIG-ENCUMBRANCES	137,276.05-	.00	.00	.00	137,276.05-
REVENUE ACCOUNTS	1,249,226.05-	76,503.20-	726,406.40-	.00	522,819.65-
EXPENSE ACCOUNTS					
8.1100.304.1120.400.715 SALARIES-INSTRUCTIONAL	397,630.00	32,943.67	265,181.43	127,346.74	5,101.83
8.1100.304.1520.400.715 SALARIES-SUBSTITUTES	5,000.00	426.00	4,554.00	.00	446.00
8.1100.304.1620.400.715 SALARIES - SUPPLEMENTAL	26,390.00	2,347.86	19,203.07	8,971.08	1,784.15-
8.1100.304.2100.400.715 FICA	32,820.00	2,504.79	19,901.36	9,527.88	3,390.76
8.1100.304.2211.400.715 VRS PROFESSIONAL	62,161.00	5,579.48	44,899.38	21,607.18	4,345.56-
8.1100.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN	32,500.00	2,725.80	21,592.58	10,699.62	207.80
8.1100.304.2330.400.715 DENTAL INSURANCE	2,184.00	154.00	1,162.00	602.00	420.00
8.1100.304.2340.400.715 VISION INSURANCE	176.00	12.08	79.44	47.20	49.36
8.1100.304.2411.400.715 GROUP LIFE - PROFESSIONAL	5,046.00	498.60	4,012.32	1,930.88	897.20-
8.1100.304.2700.400.715 WORKER'S COMPENSATION	1,427.00	.00	.00	.00	1,427.00
8.1100.304.2750.400.715 RETIREE HEALTH CARE CRDT	4,707.00	422.44	3,399.64	1,635.94	328.58-
8.1100.304.2820.400.715 TUITION REIMBURSEMENT	6,000.00	.00	1,192.50	1,307.50	3,500.00
8.1100.304.3000.400.715 PURCHASED SERVICES	195,000.00	.00	124,043.60	78,500.00	7,543.60-
8.1100.304.5200.400.715 COMMUNICATIONS	500.00	.00	.00	.00	500.00
8.1100.304.5500.400.715 TRAVEL	1,000.00	.00	.00	.00	1,000.00
8.1100.304.5800.400.715 MISCELLANEOUS	1,000.00	.00	1,433.00	.00	433.00-
8.1100.304.6000.400.715 MATERIALS & SUPPLIES	10,000.00	.00	26,388.27	.00	16,388.27-
8.1100.304.6008.400.715 VEH & POWER EQUIP-FUEL	500.00	30.97	139.82	286.20	73.98
8.1100.304.6009.400.715 VEH & POWER EQUIP-SUPPLY	500.00	.00	.00	.00	500.00
8.1100.304.6020.400.715 TEXTBOOKS AND WORKBOOKS	3,000.00	.00	142.06	.00	2,857.94
8.1100.304.6030.400.715 INSTRUCTIONAL MATERIALS	7,500.00	.00	89.76	.00	7,410.24
8.1100.304.8200.400.715 CAPITAL OUTLAY ADDITION	3,000.00	.00	.00	.00	3,000.00
8.1310.304.2834.400.715 TERMINAL PAY-VACATION	2,500.00	.00	.00	.00	2,500.00
8.1310.304.2835.400.715 TERMINAL PAY-SICK	2,500.00	.00	.00	.00	2,500.00
8.1320.304.5400.400.715 LEASES & RENTALS	3,000.00	221.80	1,906.81	674.32	418.87
8.1410.304.1126.400.715 SALARIES-PRINCIPALS	53,133.00	4,427.72	39,849.48	13,283.16	.36
8.1410.304.1150.400.715 SALARIES-CLERICAL	32,615.00	2,717.22	24,135.30	8,151.66	328.04
8.1410.304.1620.400.715 SALARIES - SUPPLEMENTAL	5,000.00	416.66	3,541.69	1,458.24	.07
8.1410.304.2100.400.715 FICA	6,560.00	539.08	4,811.86	1,633.18	114.96
8.1410.304.2211.400.715 VRS PROFESSIONAL	12,571.00	1,047.44	9,380.16	3,142.32	48.52
8.1410.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN	7,500.00	632.04	5,686.44	1,896.68	83.12-
8.1410.304.2330.400.715 DENTAL INSURANCE	504.00	42.00	294.00	126.00	84.00
8.1410.304.2340.400.715 VISION INSURANCE	38.00	3.36	23.52	10.08	4.40
8.1410.304.2411.400.715 GROUP LIFE - PROFESSIONAL	1,020.00	93.60	838.20	280.80	99.00-
8.1410.304.2750.400.715 RETIREE HEALTH CARE CRDT	952.00	79.30	710.10	237.90	4.00
8.1410.304.3000.400.715 PURCHASED SERVICES	3,000.00	.00	591.50	.00	2,408.50
8.1410.304.5000.400.715 OTHER CHARGES	1,000.00	.00	346.72	.00	653.28
8.1410.304.5200.400.715 COMMUNICATIONS	500.00	.00	494.10	.00	5.90
8.1410.304.5300.400.715 INSURANCE	500.00	.00	211.56	.00	288.44
8.1410.304.5500.400.715 TRAVEL	5,000.00	.00	.00	.00	5,000.00
8.1410.304.5800.400.715 MISCELLANEOUS	2,000.00	.00	545.32	550.00	904.68

DATE - 4/04/17
 TIME - 13:41:33
 PROG - GNL.570
 REPT - GOV REV & EXP

LYNCHBURG CITY SCHOOLS
 GOVERNOR SCHOOL REVENUE & EXPENDITURES
 March 31, 2017

ACCOUNT NUMBER / TITLE	BUDGET	CURRENT MONTH TRANSACTIONS	YEAR-TO-DATE TRANSACTIONS	CURRENT ENCUMB BAL	CURRENT BUDGET BAL
8.1410.304.6000.400.715 MATERIALS & SUPPLIES	5,000.00	.00	17,893.25	.00	12,893.25-
8.2140.304.3000.400.715 PURCHASED SERVICES	2,000.00	.00	.00	.00	2,000.00
8.4200.304.1180.400.715 SALARIES-LABORER	25,437.00	2,120.75	18,858.09	6,483.84	95.07
8.4200.304.1280.400.715 OT - LABORERS	1,000.00	15.60	653.22	.00	346.78
8.4200.304.2100.400.715 FICA	2,022.00	145.37	1,305.82	441.84	274.34
8.4200.304.2212.400.715 VRS NON-PROFESSIONAL	1,809.00	135.52	1,188.36	417.42	203.22
8.4200.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN	5,000.00	363.98	3,662.70	1,091.94	245.36
8.4200.304.2330.400.715 DENTAL INSURANCE	168.00	28.00	252.00	84.00	168.00-
8.4200.304.2340.400.715 VISION INSURANCE	.00	2.08	6.24	6.24	12.48-
8.4200.304.2412.400.715 GROUP LIFE - NON-PROF	336.00	28.32	248.28	87.24	.48
8.4200.304.2700.400.715 WORKER'S COMPENSATION	539.00	.00	.00	.00	539.00
8.4200.304.3000.400.715 PURCHASED SERVICES	.00	1,434.00	1,434.00	.00	1,434.00-
8.4200.304.5200.400.715 COMMUNICATIONS	10,000.00	.00	.00	.00	10,000.00
8.4200.304.5300.400.715 INSURANCE	6,000.00	.00	6,603.64	.00	603.64-
8.4200.304.5400.400.715 LEASES & RENTALS	43,000.00	.00	.00	.00	43,000.00
8.4200.304.8000.400.715 CAPITAL OUTLAY	137,276.05	12,967.68	104,873.65	.00	32,402.40
8.8100.304.8200.400.715 CAPITAL OUTLAY ADDITION	71,705.00	.00	35,645.79	19,754.37	16,304.84
EXPENSE ACCOUNTS	1,249,226.05	75,107.21	823,406.03	322,273.45	103,546.57
REPORT TOTAL	.00	1,395.99-	96,999.63	322,273.45	419,273.08-



Central Virginia Governor's School Calendar 2017-18

- ①** End of First Grading Period
- ②** End of Second Grading Period and First Semester
- ③** End of Third Grading Period
- ④P** End of Fourth Grading Period and Second Semester; Picnic celebration
- B** Back to School Night for Juniors (7 p.m.- 8 p.m.)
- CN** Conference Night (5 p.m. - 7 p.m.)
- E** Exams (math and science courses only)
- F** First Day for Students
- FI** First Internship Day
- H** Holiday-teachers and students do not attend
- LI** Last Internship Day
- MC** Middle School Science Challenge (3 p.m. - 7:30 p.m.)
- MS** Middle School Day
- PO** Program Overview Night (7 p.m. - 9 p.m.)
- RM** Registration Meeting (new students/parents; 7 p.m. - 9 p.m.)
- RR** Recognition Reception (2 p.m. - 4 p.m.)
- RS** Research Symposium (7 p.m. - 9 p.m.)
- S** Spring Break-teachers and students do not attend
- SO** New Student Orientation Day
- SS** Saturday School (Optional for students: 9 a.m. - noon)
- T** Teacher Workday-students do not attend
- W** Winter Break-teachers and students do not attend

July 2017	August 2017	September 2017
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 5 6 SO F 9 10 11 12 13 14 15 16 17 18 19 20 B 22 23 24 25 SS 27 28 29 30 31	S M T W T F S 1 2 3 H 5 6 7 8 9 10 11 12 13 14 15 16 17 T 19 20 21 22 SS 24 25 26 27 28 29 30
October 2017	November 2017	December 2017
S M T W T F S 1 2 3 4 5 ① 7 8 9 10 11 12 13 14 15 T CN 18 19 20 SS 22 23 24 CN 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 H T 8 9 10 11 12 13 14 15 16 17 SS 19 20 21 H H H 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 SS 10 11 12 13 14 E SS 17 E 19 ② W W 23 24 W W W W W 30 31
January 2018	February 2018	March 2018
S M T W T F S W W T 4 5 6 7 8 9 10 11 12 13 14 H T PO 18 19 20 21 22 PO 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 T 6 7 8 9 10 11 12 13 14 15 FI 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 ③ 10 11 12 13 14 15 16 17 18 T 20 21 22 MS 24 25 26 27 28 29 MS 31
April 2018	May 2018	June 2018
S M T W T F S 1 S S S S S 7 8 9 E 11 E 13 14 15 16 17 RM 19 20 21 22 23 24 RS T 27 28 29 30	S M T W T F S 1 2 3 4 5 RR 7 MC 9 10 11 12 13 14 15 16 17 LI 19 20 21 22 23 24 ④P 26 27 H T T T	S M T W T F S T 2 3 T T SO SO SO 9 10 T T T T T 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Governing Board meets the first Wednesday of each month at 1 p.m.
 Foundation Board meets at noon on September 20 and April 11.
 Foundation Finance Committee meets at noon on June 13.

Tuesday, December 19 and Wednesday, December 20 will be Friday schedules to allow time for Research and Senior Seminar.
 The Regional Science Fair occurs on a Saturday in March.