



Central Virginia Governor's School Governing Board Meeting Minutes Wednesday, August 2, 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 Franciso Mayo (Amherst County Public Schools), Greg Smith (Appomattox County Public Schools), John Hicks (Bedford County Public Schools), and Roger Akers (Campbell County Public Schools).

Others in attendance were Annette Bennett (Appomattox County Public Schools), Sara Danaher (Bedford County Public Schools), Bobby Johnson (Campbell County Public Schools), Heather Boyles (Lynchburg City Schools), Steve Smith (CVGS), and Kim McMillan (CVGS).

1. Call to order

Mr. Akers called the meeting to order at 1:01 pm.

2. Election of Superintendent-in-Charge, Chairman, and Vice Chairman

The positions of Superintendent-in-Charge, Chairman and Vice Chairman are held for two years. Dr. Bobby Johnson, Superintendent of Campbell County Schools, Mr. Roger Akers, board member from Campbell County Schools, and Ms. Mason, board member from Lynchburg City Schools, were asked to serve as Superintendent-in-Charge, Chairman, and Vice Chairman respectively.

Dr. Hicks made a motion to approve Dr. Johnson as Superintendent-in-Charge, Mr. Akers for Chairman, and Ms. Mason as Vice Chairman; Mr. Smith seconded the motion, and it was approved by the Board.

3. Appointment of Clerk

It was recommended that Dr. Stephen Smith, CVGS Director, be reappointed as Clerk of the Board. It is typical for the Director to serve in this capacity.

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

4. Appointment of Deputy Clerk

It was recommended that Mrs. McMillan, CVGS Program Coordinator, be reappointed as Deputy Clerk of the Board.

Mr. Smith made a motion to approve Mrs. McMillan as Deputy Clerk; Dr. Hicks seconded the motion, and it was approved by the Board.

5. Approval of the meeting agenda

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

6. Establishment of time, date, and location for meetings for the 2017-18 school year

It was recommended that the current schedule be continued. Meetings typically occur on the first Wednesday of each month at 1:00 pm in the Conference Room of the Governor's School.

The CVGS Governing Board typically does not meet in October and January. The recommendation was to continue this practice, canceling the January and October meetings, with the understanding that the Board can decide in the future to use these dates if needed. In addition, the April 4 meeting falls during Spring Break, so it was recommended to move that meeting to Wednesday, March 28.

The following dates were recommended as meeting dates:

August 2	February 7
September 6	March 7
November 1	March 28
December 6	May 2

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

Mr. Smith mentioned that he will not be able to attend the meeting on November 1, 2017, due to a work commitment.

7. Recommendation for approval of the minutes of the May 3, 2017, meeting

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

8. Review of monthly financial report

Due to the early scheduling of the first CVGS Governing Board meeting, no financial report is available for the first meeting of the year. This will be presented at the next meeting. Dr. Smith noted that there were two minor findings in the school audit for 2016-17. Both were procedural paperwork items and a full report will be presented at the September meeting.

9. Policy review (Attachment A.i)

There are a total of only seven CVGS policies. If there is not a CVGS policy in place for a specific topic then the appropriate Lynchburg City Schools policy is followed.

Several CVGS policies were presented with recommendations for changes, typically for clarification or formatting. Draft policies are attached with the proposed changes marked with either a strikethrough or bolded text.

These policies will be presented again for action at the September meeting.

10. Personnel report

- A. Dr. Charlie Jones will retire at the end of the 2017-18 school year with 17 years of service to CVGS. Given the flexibility of the remaining staff, a posting for a math/research position or a computer science/research position will occur in October with assistance from the Lynchburg City Schools personnel department. A draft of the posting will be presented at the September meeting.
- B. Mrs. Melisa Shifflett will be taking maternity leave during 2017-18, likely in the October to January time frame. The CVGS schedule has been designed to allow Dr. Smith, Mr. Howard, and Dr. Jones to cover Mrs. Shifflett’s classes while she is out. Mrs. Shifflett will prepare all the plans and do the required grading. This type of schedule was followed in the past, and it allows for the greatest consistency for the students. Dr. Smith would like to thank Mrs. Shifflett for her efforts which help make her absence as easy as possible for the CVGS faculty and students.

11. Enrollment update

- A. There are a total of 136 students at the Governor’s School for the 2017-18 school year; 70 new juniors and 2 new seniors (for a total of 66 seniors) at CVGS.
- B. The breakdown by school division is as follows:

Division	Juniors	Seniors	Total	Notes
Amherst	9	5	14	
Appomattox	5	3	8	
Bedford	20	20	40	
Campbell	14	14	28	
LCS	21 +1	21+3	46	1,2,3
TOTALS	70	66	136	

¹ 10 free slots

² includes two tuition payers:
 sr: Will Carrington
 jr.: Trigg Anderson

³ filled the 2 unfilled Amherst slots with 2 LCS seniors

Note that the Board has agreed at the March 1, 2017, meeting to allow Amherst to enroll 17 students while paying tuition for 16 in the 2018-19 school year.

12. Items of information

- A. Recent Events
 - i. CVGS will no longer charge a \$25 student activities fee. This fee has been in place, and at \$25, for over a decade. Currently for juniors it supports the cost of the CVGS yearbook, and printing junior research posters, an expense parents incurred prior to the purchase of the poster printer in 2012-13. Currently for seniors it covers cost for all seniors to have CVGS honor cords for graduation, the CVGS yearbook, completion certificates, and breakfast during S-cubed. In the future, the costs to print posters and completion certificates will come from the operating budget, and the costs for honor cords and other non-core program items will be paid by the CVGS Foundation. The

CVGS administration is pleased to note that the Foundation endowment is over \$800,000.

- ii. The CVGS annual Recognition Reception was on May 7, 2017, from 2:00 pm to 4:00 pm in the Heritage Auditorium.
 - iii. Several CVGS faculty participated in the Middle School Science Challenge on May 9, 2017, at Randolph College. The science challenge is for 6-8 graders and helps to promote scientific thinking at middle schools throughout the region.
 - iv. The Virginia Junior Academy of Science Symposium trip was May 16-18. Ms. Coghill and Dr. Douglass took 54 CVGS juniors to Virginia Commonwealth University to present their research. All costs associated with this trip were covered by the Governor's School Foundation.
 - v. The last day for student internships was May 19, 2017. CVGS hosted a breakfast at Golden Corral to thank the internship and research mentors on June 9, 2017.
 - vi. On May 24 and 25, the seniors presented their Senior Science Scenario (S-cubed) projects at Lynchburg College in Schewel Hall.
 - vii. CVGS hosted an end of the year picnic on the last day of school for students on May 26 at Peaks View Park.
 - viii. The first three days of New Student Orientation were June 12, 13, & 14, 2017.
 - ix. Dr. Douglass and Mrs. Douglass attended the International Science and Technology in Education (ISTE) convention in San Antonio, TX on June 25 – 28, 2017.
 - x. The Foundation Finance Committee met on July 20, 2017.
- B. Upcoming Events
- i. The last day of New Student Orientation is August 7, 2017.
 - ii. The first day of classes is August 8, 2017.
 - iii. Back to School Night will be held on Monday, August 21, 2017.
 - iv. The Industrial Advisory Board will meet on Wednesday, August 23, 2017.

13. Items from the Board

As there were no further items from the Board, Mr. Smith made a motion to adjourn at 1:43 pm; Dr. Hicks seconded the motion, and it was approved by the Board.

**Next Governing Board meeting is scheduled for
Wednesday, September 6, 2017, at 1:00 pm.**

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Section

1.1 Constitution

ARTICLE 1

Name

The name of this Association shall be The Central Virginia Governor's School for Science and Technology and it shall exist pursuant to the terms of an agreement executed by School Boards of the City of Lynchburg, and the Counties of Amherst, Appomattox, Bedford, and Campbell, Virginia, which agreement is entered into by the aforesaid School Boards for the purpose of jointly operating a regional special education program.

ARTICLE II

Purpose

The purpose of this Association shall be to provide a regional Science-Technology Educational Program to supplement the educational programs of the participating localities and to provide equipment and operational staff necessary therefore and to that end.

ARTICLE III

Membership of Association

The membership of this Association shall be composed of the School Boards of the City of Lynchburg, and the Counties of Amherst, Appomattox, Bedford and Campbell.

ARTICLE IV

Governing Body

The governing body of this Association shall be a Committee of Control which shall be known as the Governor's School Board and composed of members of the School Boards which are members of this Governor's School Board.

- (a) Each School Board which is a member of this Governor's School Board shall select from its membership one (1) person to serve on the Governor's School Board and one person to serve as alternate. In the event of failure of any person to fulfill his/her duty as a Committee member or to complete a term of office, or to attend a meeting, the alternate shall serve as representative.

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- (b) Members shall be selected for a term of two years. **{There are no term limits, and the name of each representative for the coming school year is verified by each school division advocate prior to July 30.}** ~~The terms shall be staggered, with 2 members selected in even years beginning 1986 and 3 members elected in odd years beginning 1987.~~
- (c) A majority of the Governor's School Board shall constitute a quorum at a meeting and a majority of those present shall be necessary for a decision.
- (d) The powers of the Governor's School Board shall be those delineated in the Regulations of the Board of Education of the Commonwealth of Virginia as approved by the Governor's School Board members upon the formation of this Association.

ARTICLE V

Selection of Officers and Duties

1. The Governor's School Board shall select from its membership a Chairman and a Vice-Chairman.
 - (a) The Chairman shall preside over all meetings of the Governor's School Board, and shall see that all orders and resolutions have the general powers and duties of supervision usually vested in the office of a Chairman of a School Board of the Commonwealth of Virginia.
 - (b) The Vice-Chairman shall perform the duties and exercise the powers of Chairman during the absence or disability of the Chairman.
2. The Governor's School Board shall select a Clerk, who shall not be a member of the Governor's School Board and who shall keep a record of all proceedings of the Governor's School Board. The Clerk shall be the custodian of all records of the Governor's School Board, and shall send out all notices required by the Constitution or By-Laws of the Governor's School Board. The compensation of the Clerk shall be fixed by the Governor's School Board in such amount as the Governor's School Board may fix conditioned upon the faithful performance of the duties as Clerk. The Director of the Central Virginia Governor's School for Science and Technology may be appointed Clerk.
3. Pursuant to Section 22.1-118 of the Code of Virginia, the Treasurer of the County or City in which the Governor's School is located shall be the fiscal agent for the Governor's School and shall receive and disburse funds thereof.

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Disbursement shall be in accordance with Section 22.1-122 Section B-E of the Code of Virginia.

4. The Chairman of the Governor's School Board shall appoint such committees as it deems practicable in the operation of the activities of the Central Virginia Governor's School for Science and Technology.

ARTICLE VI

Dissolution Clause

In the event of the dissolution of The Central Virginia Governor's School for Science and Technology Program, all assets shall be dedicated to the school division(s) continuing the work of the educational program, on a pro rata basis according to the student population of the participating school divisions at the time of such dissolution.

- 1.2 **Authority of the CVGS Governing Board**
Lynchburg School Board procedures and policies shall be followed in all cases except where differing policies and procedures have been approved by the Governor's School Board. All such changes shall be included in the CVGS Policy Manual.
- 1.3 **Superintendent-in-Charge**
Superintendents of the participating school divisions shall constitute a committee of superintendents to oversee the operation of the Governor's School. One member of the committee shall serve as Superintendent-in-Charge of the Governor's School on an annual basis. The appointment of the Superintendent-in-Charge is made by the Governor's School Board.

Approved by Governor's School Board: 05/4/2005

Revised and Approved:

04/14/2010

09/07/2011

{09/06/17}

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2.1 Community Relations

- A. The Director shall maintain open lines of communication with the public and school divisions served by the Governor's School.
- B. The Program Coordinator and faculty will be responsible for submitting press releases to the media relating to the event they are coordinating.

2.2 Public Records

Public records are kept in the Governor's School main office and are open to public inspection by contacting the Governor's School Director.

2.3 Public Complaints

All public complaints will be addressed by the Governor's School Director and/or the Superintendent-in-Charge.

2.4 School Advisory Board

The School Advisory Board of the Governor's School consists of a division advocate from each participating division and a school advocate from each home high school. The Board meets at least once a year. The Governor's School Director coordinates the School Advisory Board.

2.5 Industrial Advisory Board

The Industrial Advisory Board of the Governor's School is comprised of business, government and health care professionals representing the organizations within Virginia's Region 2000. The Board meets at least twice a year. The Partnership Coordinator coordinates the Industrial Advisory Board.

2.6 Central Virginia Governor's School Foundation

The Central Virginia Governor's School Foundation is a non-profit, tax-exempt corporation formed to receive contributions from individuals, organizations, businesses and institutions for the purpose of providing CVGS students with college scholarships, state of the art technology, in-depth research opportunities, and sophisticated laboratory experiences. The Foundation is governed by a board of trustees{, **often parents of CVGS students or alumni,**} who represent {**various geographic areas and professional experiences and who help raise and manage funds for the**

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Foundation. ~~Each of the five school divisions served by the Governor's School.~~ The Governor's School Director serves as the Executive Director of the Foundation.

2.7 Facility Use

Requests by member school divisions for using the CVGS facility and equipment for staff development programs will be approved provided the programs do not interfere with the Governor's School daily operation. No facility use fee will be charged to member divisions. Division personnel should request use of the facility and CVGS staff support at least 30 days prior to the event. A list of participants for each program must be given to the CVGS staff prior to the event and must include verification that each participant is employed by a member division. Requests for using the CVGS facility by divisions not participating in the CVGS program will be approved with a fee of \$20.00 per person per day. The fee is for facility rental only and does not include fees for CVGS staff support services. Any fees generated in this manner will be used for upgrading and maintaining equipment.

Requests by educational associations for use of the CVGS facility in conjunction with conferences will be reviewed by the Director on an individual basis. The fee for facility use may be waived depending on the nature of the request. Requests by other groups to use the CVGS facility will be denied.

Approved by Governor's School Board: 05/04/2005

Revised and approved:

08/09/2005

12/05/2012

12/03/2014

{09/06/2017}

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4.1 Budget Preparation and Approval

The annual budget for the Governor's School shall be prepared by the Governor's School Director and approved by the Governor's School Board.

4.2 Budget Administration

All financial transactions related to the Governor's School shall be approved by the Governor's School Director **{or Program Coordinator}** and subsequently administered by the fiscal agent.

4.3 Surplus Funds

All funds not encumbered or spent by the end of a fiscal year (June 30th) shall be carried over in the CVGS Regular Fund Balance. The Governor's School Board can spend the Regular Fund Balance in ways deemed appropriate to support the CVGS program. All expenditures must be approved by the Governor's School Board. Expenditures will be shown in a Fund Balance Expenditure line item in the CVGS Budget.

~~4.4 Textbooks~~

~~The Governor's School provides textbooks for all non-college credit instruction.~~

~~4.5 The CVGS School Activity Account has a line item for Textbook Funds. Funds from students paying for college textbooks are deposited in this account. In addition, the CVGS Annual Budget has a line item for Book and Subscriptions. The amount budgeted annually in Books and Subscriptions will not cover a major textbook adoption for a non-college course. Therefore, the Governing Board has requested that funds from Books and Subscriptions be transferred each year to the CVGS School Activity Account in order to accumulate funds for textbook adoptions.~~

Approved by the Governor's School Board: 05/04/2005

Revised and Approved:

04/02/2008

08/12/2009

{09/06/2017}

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5.1 Hiring and Employment Practice

- A. The appointment, transfer, resignation, retirement and/or termination of CVGS employees shall be approved by The Governor's School Board upon the recommendation of the Director and Superintendent-in-Charge.
- B. ~~CVGS Director, and faculty are required to have masters or doctorate degrees. All faculty positions, including the Director, are certified teaching positions. Faculty may be hired with a provisional certificate but must become certified following state guidelines.~~ **{All faculty positions, including the Director's position, are certified teaching positions. In addition, individuals in those positions should have a master's or doctorate degree. Faculty may be hired without a graduate degree and with a provisional certificate, but must then earn a graduate degree and be certified within three years of the date of hiring.}**
- C. The Governor's School Director will recommend to the Governor's School Board the level of entry on the Lynchburg City Schools teacher salary scale for new eleven month faculty members. The Director will consider items such as business experience, graduate work, and college teaching experience in making the recommendation. This procedure will allow consideration of experiences gained outside of public school systems which contribute to the ability of the faculty member to successfully complete his or her duties.
- D. Governor's School employees receive annual contracts from the Lynchburg City Schools with a clause indicating they are "Employed under provisions of the Central Virginia Governor's School."
- E. The CVGS Director and Program Coordinator are twelve month positions. Their contract is for 260 days. Their workdays include the CVGS annual calendar plus all summer except July 4th and earned vacation days. Other faculty are 11 month positions **{with a 220 day contract}** ~~as defined by Lynchburg City School contracts.~~
- F. The initial salary of the Director is not tied to Lynchburg City's salary scales. The Governor's School Board sets that salary at a level which will attract and retain qualified candidates with doctorate degrees.
- G. The Director, **{Program Coordinator,}** and faculty receive the same annual **{percentage}** salary increases as Lynchburg City School teachers. The ~~Program Coordinator and~~ ~~Coordinator and~~ custodian receive**{s}** the same salary increases as the Lynchburg City School classified employees.
- H. Twelve month employees earn vacation following the Lynchburg City School vacation policy. In addition, the Director and Program Coordinator get winter and

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spring break off.

- I. The Director **{or Program Coordinator}** approves professional leave, personal leave, medical leave and vacation for CVGS faculty and staff.
- J. The Director and faculty are assigned numerous administrative and technical tasks in addition to their teaching responsibilities.
- K. The Director ~~follows the Lynchburg City Schools evaluation program in~~ conducting(s) employee annual reviews. **{For faculty these reviews include student evaluations as well as observations, grade distributions, and other data sources.}** In addition, the faculty are evaluated on two **{or more}** instructional objectives and on their performance of administrative and technical tasks. The Director is evaluated by the Governor's School Superintendent-in-Charge.
- L. The Governor's School work environment is more like a college than a high school. Faculty responsibilities require them to be off campus during the day. Travel reimbursement is provided when the Director **{or Program Coordinator}** deems it appropriate.
- M. The Governor's School Professional Development plan is to support faculty membership and participation in their national professional organizations in the same manner college faculty are encouraged to be professionally active.
- N. ~~The Governor's School pays tuition and textbook fees for college courses faculty members take that are approved by the director. Priority is given for courses needed for certification and recertification.~~
- ~~Ø. CVGS employees follow the Lynchburg City Schools Employee Code of Conduct **{unless an item is superseded by a CVGS policy.}** with the exception of item 23 where the CVGS Network and Telecommunications Services Acceptable Use Policy is substituted for the School Division's Internet/Technology Acceptable Use Policy.~~

5.2 Transporting Students in Private Vehicles

- A. CVGS faculty and staff should transport students only in cars owned by the school or participating school divisions.
- B. Chartered buses or buses provided by participating school divisions may be used to transport students.

5.3 Communicating Student Information by Electronic Mail

- A. General Email to Parents

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If a CVGS instructor receives an email from a CVGS parent, he/she is encouraged to respond in their role as instructor or faculty advisor using their assigned CVGS electronic mail.

~~The email should be limited to conveying factual information such as:~~

~~actual scores or grades.~~

~~study skill hints.~~

~~assignments.~~

~~confirming absence or presence in class on a particular day.~~

{The email should be limited to conveying factual information such as: actual scores or grades, study skill hints, assignments, or confirming absence or presence in class on a particular day.}

Since it is not absolutely certain that an email originated from a CVGS parent or where the email response will go after it is sent out of the CVGS network, the following items will not be discussed by email communication with the parent:

~~behavior or other subjective observations about the student.~~

~~negative comments by a student.~~

~~a parent's negative email.~~

~~medical and/or mental health issues.~~

~~Whenever possible the instructor will convey a student's academic progress by phone or written letter to the parent or guardian.~~

{behavior or other subjective observations about the student, negative comments by a student, a parent's negative email, or medical and/or mental health issues. Whenever possible the instructor will convey a student's academic progress by phone or written letter to the parent or guardian.}

B. Email Communication Regarding Special Education and 504 Related Items

In respect of confidentially mandated by Federal Laws regarding special education and 504 related items, student information cannot be communicated or acknowledged to parents through the internet as professional exchange of information. This procedure will be followed since there is no way to confirm the origination of the email from the parent. Also, it is impossible to assure confidentially of the response once it leaves the CVGS network. CVGS instructors and staff are requested to set up a phone conference or meeting to discuss these matters with parents.

C. Email among CVGS faculty and staff and school division personnel regarding student progress or attendance

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Professional email communication among CVGS instructors and staff regarding students' progress will not contain the full name of the student within the subject line of the message.

Email will be utilized for reporting attendance to home high schools.

Email communications between CVGS instructors and school division staff will follow the guidelines outlined in Sections A and B above.

{5.4 Tuition Reimbursement

- A. As long as funds are available, all CVGS employees are eligible for up to \$2,500 tuition reimbursement per fiscal year. The employee must pay for the classes using personal funds and will be reimbursed after grades have been received.**
- B. To receive this benefit, a purchase approval request noting the specific course(s), the college or university, and the semester the course(s) will be taken, as well as the fiscal year in which the reimbursement will be made, must be submitted and approved by the Director in advance. As these forms are approved, the Director will subtract the requested amount from the total amount budgeted for tuition reimbursement for that fiscal year. When the total amount is thus encumbered, no additional requests will be approved for that fiscal year.**
- C. Requests will be approved at the discretion of the Director. Courses or programs that are related to initial licensure or a first graduate degree, current assignments at CVGS, doctoral programs, or likely future assignments at CVGS will be given priority, typically in that order.**
- D. After the course is completed, if the grade earned is a "C" or better, then a copy of the bill from the college noting the specific course and its cost, as well as a college transcript with the grade earned, must be submitted to the Director. No tuition reimbursement will be made for a course in which a grade less than "C" is earned, and reimbursement may not be made if prior approval was not obtained.**
- E. All documentation for reimbursements must be submitted prior to June 1 of the fiscal year in which the course(s) will be reimbursed, and that documentation must be submitted within 45 days of completion of the course.}**

Approved by the Governor's School Board: 05/04/2005

Revised and Approved:

02/07/2007

03/05/2008

12/05/2012

12/03/2014

{09/06/2017}

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Section

6.1 Mission statement

The mission of the Central Virginia Governor's School for Science and Technology, a dynamic educational community exploring the connections between mathematics, science and technology, is to develop leaders who possess the research and technical skills, the global perspective and the vision needed to address the challenges of a rapidly changing society.

6.2 Objectives

The curriculum is designed to provide:

- ..an academic program which challenges students to pursue to their fullest potential their interests in mathematics and science.
- ..opportunities for students to learn the fundamentals of research through participation in research studies and independent projects.
- ..experiences which allow students to improve their technical skills and develop confidence in their ability to use and manage technology.
- ..experiences which expose students to the applications of science, mathematics and technology through field studies, internships, trips and telecommunications.
- ..an environment which fosters independent learning strategies and challenges students to become responsible for their own learning.

6.3 Accreditation

Every 5 years the Governor's School program is evaluated by the Virginia Department of Education, Gifted Programs Office.

6.4 Calendar

- A. The **{D}**director prepares the Governor's School annual instructional calendar for approval by the Governor's School Board.
- B. The instructional calendar is designed to meet the needs of the five participating divisions for reporting grades and it avoids conflicts with high school semester exams.

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- C. The Governor's School relies on the Lynchburg City School announcement for inclement weather school closings. Hence, the Governor's School attempts to avoid scheduling a school day between November 1st and March 31st on its calendar when the Lynchburg City Schools are not in session due to holidays or staff work days. When such an instructional day is deemed necessary, the Governor's School staff will clearly communicate to students and parents that students are only to attend if their parents decide it is safe to do so. If the Governor's School is closed on such a day, that closure will be noted on the CVGS website.

6.5 School Day

The Governor's School has classes scheduled from 7:30 ~~a.m. until 11:15 a.m.~~ **{am until 11:05 am}** ~~a.m. till 11:15 a.m.~~ each day.

6.6 Evaluation of Curriculum and Instructional Program

The curriculum and instructional program of the Governor's School is under constant evaluation by the faculty to keep pace with emerging technologies and trends in math and science education that will best meet the needs of CVGS students.

6.7 Field trips

All Governor's School students have a permission form signed by their parent/guardian for all field trips taken within the school's service area during the school year. All trips outside of the service area require a permission form for the specific trip signed by a parent/guardian. In addition, for overnight trips, each participating student and their parent must sign a form agreeing to abide by the CVGS Overnight Field Trip Guidelines. CVGS students on field trips must travel in the company of a CVGS staff member, a staff member of a participating school division or their own parent or guardian.

6.8 Textbooks

The Governor's School Governing Board approves the use of all textbooks used in Governor's School courses. The Governor's School faculty makes recommendations on all textbooks for their respective courses.

6.9 Acceptable Use ~~Policy~~ **{Agreement (AUA)}** ~~(AUP)~~

An acceptable use ~~policy~~ **{agreement}** is a written agreement signed by students, parents, and staff members which outlines the terms and conditions of technology use at the Governor's School.

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~~Central Virginia Governor's School for Science and Technology
Network and Telecommunications Services
Acceptable Use Policy~~

~~CVGS network and telecommunications services are designed to enhance student learning by supporting instructional activities within the school and by providing students with access to the resources available in the global electronic community. Through our Internet connections, students can communicate with scientists, political leaders and other students around the world. They can use the World Wide Web to search libraries for information on research topics, download data to use in their research, and utilize computational resources located at universities around the world. Because of its enormous size, the educational potential of the Internet is boundless. However, with such great potential for education also comes some potential for abuse.~~

~~With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, on a global network, it is impossible to control all materials and an industrious user may discover pornographic and/or other controversial materials. The Governor's School faculty and Governing Board firmly believe that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the school. Therefore, it is the purpose of this policy to ensure that parents are fully informed and that students and faculty members use the CVGS network and telecommunications services in an appropriate manner.~~

~~The Governor's School considers any violation of the acceptable use policy a serious offense and reserves the right to copy and examine any files or information resident on CVGS systems allegedly related to unacceptable use. The use of the CVGS network and telecommunications services is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials and/or the cancellation of those privileges.~~

~~Examples of unacceptable use of CVGS network telecommunications services include but are not limited to the:~~

- ~~• use for any purposes which violate local, state, federal, or international laws.~~
- ~~• interference or disruption of network users, services, or equipment.~~
- ~~• use of another person's account.~~
- ~~• sharing of your user ID with any other person. You are solely responsible for any actions which occur in relation to your user ID number.~~
- ~~• use of the network to send a message with another person's name on it.~~
- ~~• dissemination of personal addresses or telephone numbers of other students or colleagues.~~
- ~~• use of impolite, malicious, threatening, inflammatory, sexist, racist, or obscene language in public or private messages.~~
- ~~• use of computer programs to decode passwords or access control information.~~

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- ~~unauthorized entry into other computational, information, or communications services, devices, or resources.~~
- ~~attempt to change, harm, or destroy data of other users (includes the use of computer viruses)~~
- ~~use for commercial purposes.~~
- ~~use for political lobbying.~~
- ~~use for retrieving or sending pornographic material.~~
- ~~falsification of one's identity to others.~~
- ~~creation, transmittal, or use of illegal copies of copyrighted software.~~
- ~~waste of computing resources, for example, by intentionally placing a program in an endless loop, by sending chain letters or junk mail, or by printing excessive amounts of paper.~~

~~The most important prerequisite for a student or educator to receive an account to use CVGS network and telecommunications services is that he or she take full responsibility for his or her own actions. The Central Virginia Governor's School will not be liable for the actions of anyone using the network and telecommunications services. All users shall assume full liability, legal, financial, or otherwise, for their actions. The signature(s) on the Acceptable Use Policy Agreement form is (are) legally binding and indicate(s) that the party (parties) who signed has (have) read the terms and conditions stated in this policy carefully and understand(s) their significance.~~

6.10 Student Evaluation and Grading

All Governor's School classes are evaluated on the following scale:

- A 90 – 100
- B 80 – 89
- C 70 – 79
- D 60 – 69
- F Below 60

All Governor's School students are required to take exams in all of their courses except for Junior Research and Senior **{seminar} Technology Lab** where no exams are given. Grading practices for each course are explained in the course outline. Progress reports simply reflect progress to date in each course.

Students will receive written notification of grades by the Governor's School faculty every nine weeks. All Governor's School students' grades will be reported to their respective high schools at the end of each nine-week period according to the Governor's School calendar.

Approved by Governor's School Board: 05/04/2005

Revised and Approved on:

08/12/2009

05/02/2012

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DRAFT

12/05/2012
04/01/2015
{09/06/2017}

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Section

7.1 Student Selection Process

- A. Participating divisions will receive applications from any interested rising 11th or 12th grade student who meets the requirements for selection listed below.

Eligibility of private and home school students to apply for admission to the Governor's School is determined by the policy of the participating school division in which the student resides.

Each division will develop a selection process which should include review by professional staff members, which may include teachers, counselors and administrators.

Criteria for selection should be established by each division to ensure that students selected for Governor's School participation meet the requirements for selection listed below. The division may allocate from its quota of students a distribution among its high schools or may wish to establish a pool of students and select from among that pool.

Each division may select for participation in the Governor's School the number of students allocated in its quota. In addition to those students recommended through a review of applications, each school division will be able to submit the name of one student for participation in the program as a "discovery student."

The "discovery" process allows for high school principals to recommend students to the Division Selection Committee for Governor's School participation as part of that division's quota. Discovery students may be recommended without the review included in the selection process used in the division, but they should meet the admission requirements specified in the "Requirements for Selection" item #3 or item #6 below. In extenuating circumstances, the Division Selection Committee can appeal to the CVGS Director to waive items #3 and/or #6 of the Requirements for Selection. The appeal must be submitted to the Director during the month of March of each year. Subsequently, the decision of the Director can be appealed to the CVGS Governing Board.

The Central Virginia Governor's School for Science and Technology does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs, activities, or employment practices, as required by Title VI, Title IX, and Section 504. No otherwise qualified student with a disability shall, solely by reason of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination for any school-sponsored program or activity. For purposes of this policy, a student with a disability shall be one who satisfies the definition set forth in the Rehabilitation Act of 1973 and its implementing regulations.

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Qualified students with disabilities may require supplemental aids, equipment, or other accommodations in order to access and/or participate in programs or activities of the Central Virginia Governor's School for Science and Technology. The sending school division will be responsible for providing and/or funding any supplemental costs required to accommodate its qualified student with disabilities.

Governor's School student records, application forms and faculty recommendations should be used in the Governor's School admission process and forwarded to the Governor's School director along with the names of the selected students. A copy of those forms should be retained by the home schools.

B. Requirements for Selection

Student participants in the Governor's School may be selected through a holistic review process. Test scores, attendance record, review of student characteristics and recommendations by teachers should be considered. Interest in science as well as documented participation in school based programs may help to determine the level of qualification. Students recommended for participation must possess these characteristics:

1. Strong academic preparation, with special emphasis in the areas of science and mathematics.
2. Test scores which reflect ability and achievement in the areas of science, mathematics and language.
3. Academic achievement reflected by a minimum GPA of 3.0 (unweighted) in mathematics and science classes taken for high school credit.
4. Strong interest in continuing their education and careers in science and technology.
5. Demonstrated commitment to participation and contribution to the science process.
6. Need for the alternative educational program offered in the Governor's School. All students admitted must meet the minimum GPA in requirement #3 above unless they have a PSAT greater than 65 or SAT score greater than 650 in mathematics or qualify under the discovery student appeal process listed above.

The students should generally be among the top of the student body in terms of academic preparation and test scores and be capable of pursuing a rigorous academic program, as well as maintaining an active role in the Governor's School.

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C. Openings for the Senior Class

School divisions may have an opportunity to select additional students for the senior class. Therefore, each school division should check the waiting list from last year's selection process to establish if students on the waiting list are still interested in participating in the senior program. Also, school divisions should advertise for students interested in being considered for the waiting list for the senior program.

Openings in the senior class will be available under the following conditions:

At the end of second semester, the Governor's School will notify a school division if a student is not invited back for his senior year because of academic deficiency. The school division may send a student to replace him. If the school division does not send a replacement, the vacancy ~~will be made available to the other divisions according to the selection process.~~ **{may be made available to a rising senior from another school division at the Director's discretion. Preference for unfilled slots will be given to qualified applicants from the host school division.}**

D. Student Participants

The number of students served in the Central Virginia Governor's School for Science and Technology will be determined by the Governor's School Board based on the available programs and facilities.

The students served will represent each of the participating school divisions on a quota system determined by the Governor's School Board based on school population and the number of high schools in the participating school division. Divisions are obligated to maintain their per pupil contributions in the event the division quota is not filled.

E. Quota and Distribution

	Junior Class	Senior Class
Amherst	7 {8}	7 {8}
Appomattox	2 {4}	2 {4}
Bedford	20	20
Campbell	14	14
Lynchburg	21	21
Total	64 {67}	64 {67}
Total number of students participating:	128 {134}	

F. Unfilled Quotas

Should a division not fill its quota with qualified participants or should a student withdraw from the program prior to June 1, ~~that division will have the option to identify additional students until its quota is filled.~~ **If a division does not fill its quota**

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~~by June 1, the available positions will be opened to students from the participating school divisions without any additional financial obligation.~~

~~If a vacancy occurs at the beginning of the school year due to unforeseen circumstances, the division with the vacant slot can fill this slot with a student from their waiting list within fifteen school days from the beginning of the fall semester. Normally, students will not be admitted during the year after that deadline. In special cases, the Director can approve an admission later in the fall semester if the student is able to meet the "Criteria for Successful Completion of the CVGS Program" and is willing to make up all course work missed prior to enrollment.~~

~~Divisions will be asked to submit candidates for the unfilled junior and senior positions. The Governor's School staff will review the applications from all divisions and make the final selection based on merit. Divisions will be notified of students selected for the unfilled positions.~~

~~Top priority for available senior positions will be given to juniors currently enrolled in the Governor's School under this policy. In the event that divisions fill their senior positions through recruitment, the responsibility for payment of tuition for rising seniors enrolled under this policy will revert to the students' home school division. Therefore, divisions enrolling junior students under this policy should plan for the possibility of assuming the Governor's School tuition payments for the students' senior year.~~

{the first day of the school year, the next qualified student on the division's waiting list will be selected. If the division does not have a qualified student on a waiting list, the Director may select a qualified students from another school division. Again, preference is given to qualified students from the host school division.

If a vacancy occurs between the first day and before three weeks have passed, the Director has the discretion regarding whether or not the slot will be filled.

If at any time the Director fills an open slot with a rising junior and that slot is filled by the division for the following year, CVGS must cover the senior year tuition for the student the Director selected.}

7.2 Criteria for Admittance to the Senior Year Program

- A. At the end of the junior year, the student must have a B (3.0 **{unweighted}**) grade point average in Governor's School classes in order to be admitted to the senior-year Governor's School program. Furthermore, the student must successfully complete two semesters of each of the following courses: physics, research, and either math analysis or calculus. The first step to determine the student's grade point average will be to assign semester letter grades (**unweighted**) the following grade points: A – 4.0,

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B – 3.0, C – 2.0, D – 1.0. Next, the sum of the grade points for the junior courses will be divided by the number of semester grades.

EXAMPLE:	Physics	A	A	8 points
	Math	B	B	6 points
	Research	B	A	7 points

$$\text{GPA} = 21/6 = 3.5$$

In some cases, a student may steadily improve throughout his or her junior year but still fail to attain a 3.0 GPA due to a difficult transition into the CVGS program. If the student is one letter grade short of the required 3.0 GPA (2.83 GPA), the student may be admitted to the senior year program if the majority of the faculty votes for that placement. The placement is not automatic, for it depends on the faculty's evaluation of the student's progress and his/her probability of successfully completing the senior year program. Students invited to return for their senior year by a faculty vote may be required to seek remedial help or take specific courses as a condition of enrollment.

Students with a GPA less than 2.83 will receive no additional consideration and will automatically be dropped from the CVGS program.

Rising seniors applying for admission to CVGS for the first time must meet the requirements specified in the CVGS Student Selection Process including having a 3.0 GPA (unweighted) in mathematics and science classes their junior year.

7.3 Criteria for Successful Completion of CVGS Program

- A. To receive a certificate certifying successful completion of the science, mathematics and research requirements of the Central Virginia Governor's School program, a student who enrolls as a junior must earn a passing grade both semesters in each of the following courses:

Junior Year*

research, and
physics, and either
math analysis or college calculus **{I, II, or III}**

Senior Year*

senior ~~technology~~ seminar, and
one science course from the table below and
one math course from the table below:

<u>Science</u>	<u>Math</u>
college biology	college calculus {I, II, or III}
college human anatomy and physiology	connections in mathematics

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college computer science	linear algebra/vector calculus
	other approved college math course

* Advanced students who take senior level classes their junior year must still complete three courses their senior year. At the discretion of the Governor's School Director, CVGS will arrange for them to take appropriate courses here or at a local college if necessary. A student who enrolls as a senior must earn a passing grade both semesters of the senior year in the senior courses listed above. ~~In addition, students must have successfully earned one high school credit each in biology, chemistry, and physics during their high school matriculation.~~

7.4 Student/Parent/Guardian Appeals

An appeal is the act of expressing an objection to a condition, a circumstance or a punishment imposed by an instructor or administrator. For the purposes of this policy, appeal means those objections beyond the normal discussion and questioning that a student or parent/guardian might pursue with an instructor or administrator.

In order to provide due process for all CVGS students, parent(s) or a legal guardian of any student or a student who has reached age eighteen has the right to initiate an appeal. The steps in the CVGS Appeals Process are:

1. Schedule a meeting with the CVGS Director to discuss the matter.
2. If the matter is not resolved in Step 1, an appeal of the Director's decision can be made to the CVGS Governing Board. The request for an appeal hearing must be made in a letter sent by the parent(s), legal guardian or student who has reached age eighteen to the CVGS Director by the 20th of the month. The Director will then include a closed session to discuss student matters on the agenda of the next Governing Board Meeting.
3. The parent(s), legal guardian or student who has reached age eighteen must be present to state the appeal at the scheduled Governing Board Meeting. The Board will then consider the appeal and the decision of the Board will be conveyed in writing to the parent(s), legal guardian or student via a letter written by the CVGS Director.

7.5 Student Attendance

Since the academic pace at the Governor's School is accelerated it is important that student absences be kept to a minimum. If a student knows in advance that he/she will be absent from Governor's School for personal reasons or home school academic activity, it is up to the student to bring a note from a parent or guardian and to make arrangements for assignments to be completed prior to the absence. Students should not miss Governor's School for home school activities except *awards* assemblies, Honor Society inductions or similar academic events. Club activity periods are not considered academic events.

A. Returning to School Following an Absence

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If a student is absent from the Governor's School for illness or a home-school activity, the student must bring a written explanation signed by the parent or guardian to the Program Coordinator. If no note is received within two days after the student's return to school, the student may receive an unexcused absence.

B. Excessive Absences

If a student has three or more unexcused absences over a nine week period or six or more excused absences over a semester and is not succeeding academically, the Director will contact the student's parents or guardian to arrange a conference.

C. Home Bound Instruction

Due to the laboratory/project-based nature of the Governor's School courses, it is not possible to offer them in a home bound instruction format. If a student needs to enroll in home bound instruction, she/he will be dropped from the CVGS roster and will not be allowed to enroll again in the same year.

D. Arriving Late

Students arriving late will report immediately to the CVGS main office and sign the attendance notebook. Repeated tardiness will be addressed in each course outline and will result in the student's grade being affected.

E. Leaving Early

Early dismissals must be prearranged. An explanatory note signed by the student's parent/guardian must be approved by the Director or Program Coordinator before a student may leave the campus. Students are required to sign out in the Governor's School office ~~notebook~~ prior to leaving the building. If a student becomes ill during Governor's School hours, his/her parent/guardian will be contacted before the student can be dismissed. Students are not permitted to leave Governor's School before their scheduled departure unless the above procedure is followed. Disciplinary actions will be taken if a student leaves campus without approval prior to scheduled departure.

7.6 Procedures for Student Discipline, Suspensions and Expulsions

Each Governor's School student is responsible for his/her own actions while on school property or under the supervision of Governor's School faculty members during school activities. Students are expected to be punctual to class and to respect fellow class members, CVGS faculty, and school property. Actions which jeopardize student safety or disrupt the learning process will not be tolerated.

Students who choose not to comply with the school policies or with the local, state and federal laws pertaining to the sale/possession or distribution of drugs, look-alike drugs, alcohol, weapons and explosives are subject to disciplinary action and to the consequences of the legal system. Disciplinary actions which result from a student's inappropriate behavior will be followed as outlined in the following paragraphs.

A. Drug/alcohol/weapon/explosives/assault related offenses:

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The student will have a conference with the Director or the Director's Designee to discuss the incident in detail. Since the student is on Lynchburg School Board property, Lynchburg City School Board policies regarding drug/alcohol/weapons/explosives and assaults will apply. A copy of the LCS policies is available for review ~~{on the LCS website} in the CVGS main office.~~

~~In the event of a violation, the CVGS Director is required by LCS policy to:~~

- ~~1. notify the Superintendent in Charge, the home school superintendent and immediately suspend the student from CVGS and;~~
- ~~2. confiscate the weapons, explosives, drugs or alcohol and turn them over to the Lynchburg Police Department for appropriate action and;~~
- ~~3. notify the parent/guardian by phone and with a follow up letter of the offense, the results of the conference with the Director and the Director's recommendations to the Superintendent in Charge and;~~
- ~~4. request the Superintendent in Charge to recommend to the CVGS Governing Board that the student be permanently dismissed from the Governor's School and;~~
- ~~5. refer the student to his/her home school officials for counseling and placement.~~

B. Non drug/alcohol/weapon/assault related:

~~First Offense:~~

~~{The involved students} Students will have a conference with the Director or the Director's Designee to identify the problem and the policy in question. The student will be put on probation and a letter will be sent to the student's parent/guardian and home school principal explaining the reason for the disciplinary action. {The student's parent/guardian will be informed of the incident, the discussion that followed, and the decisions made.}~~

~~Second Offense:~~

~~Students will have a conference with the Director or the Director's Designee. Automatic suspension from the Governor's School will occur for a given number of days. The home school principal and parent/guardian will be notified in writing concerning the disciplinary action taken. Students suspended by the Director will not be allowed to make up academic work missed during their suspension. They will receive a grade of zero on missed assignments.~~

C. Home School Reciprocity

According to Central Virginia Governing Board policy, students who are suspended or expelled from their home schools will be automatically suspended or expelled from the Governor's School for the duration of the penalty. In this type of suspension, CVGS will follow the home school's policy regarding making up academic work missed during the suspension.

7.7 Communication Devices

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Students are allowed to have in their possession cellular phones and other portable electronic and communication devices while at CVGS. The permitted use of all such devices is described in the CVGS Student Handbook.

7.8 Dress and Appearance

Students should follow the dress and appearance guidelines outlined in the CVGS Student Handbook.

7.9 Non-Discrimination on the Basis of Disability

All support services for a student with disabilities are provided by the student's School Division.

7.10 Textbooks

~~Students in CVGS college level courses are responsible for purchasing their own textbooks unless their School Division reimburses CVGS for the books or sufficient funds exist in the current year's textbook account to cover the cost of the books and the books can be used for multiple years.~~

{All required non-consumable textbooks will be provided for students to use during the school year at no charge. However, students will be responsible for purchasing their own consumable workbooks or other materials if desired.}

7.11 Medical Insurance

CVGS students are required to have medical insurance in order to participate in all aspects of the CVGS program such as field trips, tours, field studies, conferences, field research projects, and internships. Families without medical insurance can purchase low cost school insurance through their participating school division which covers the student on school activities and allows the CVGS staff to get medical care should the need arise.

Approved by the Governor's School Board: 03/05/1997

Revised and Approved on:

05/06/1998

12/01/1999

05/07/2000

12/06/2000

08/09/2005

04/02/2008

01/07/2009

12/02/2009

10/06/2010

02/01/2012

12/05/2012

12/03/2014

{09/06/2017}

PERSONNEL VACANCY: Instructor, either mathematics or computer science

LOCATION: Central Virginia Governor's School for Science & Technology (CVGS)

PRIMARY FUNCTION: To teach dual enrollment mathematics or computer science courses plus one section of research methods under the guidance of the lead research teacher. The research teaching will include mentoring research projects and accompanying students on research trips. While experience in mentoring research projects is a plus, this experience is not required. In addition to these responsibilities, all faculty members perform various administrative duties as assigned by the Governor's School director.

QUALIFICATIONS:

1. Candidate must possess or be eligible for a Virginia teaching license. An endorsement in Secondary Mathematics or Computer Science is strongly preferred.
2. Candidate should possess a graduate degree. If an advanced degree has not been earned, employment would be contingent upon making sufficient progress each year and obtaining at least a Master's degree within three years.
3. Qualification to teach dual enrollment is strongly preferred. The minimum for this qualification is a master's in any field plus 18 graduate hours in the content area.
4. Teaching experience relative to the teaching assignment is preferred.
5. Candidate must possess strong teaching, interpersonal, organizational, and administrative skills; must demonstrate initiative and independence while accomplishing all instructional and administrative objectives; and must work effectively and collegially within the framework of a unique school environment that requires continual learning and change in order to adapt to emerging technologies and student research interests.

ORGANIZATIONAL RELATIONSHIPS: All staff report to the director of the Governor's School.

SALARY: \$42,636-\$77,060: An additional \$3,260 is provided for a Master's Degree, \$5,044 for a Doctorate. This is an 11-month teaching position with full benefits.

PERFORMANCE RESPONSIBILITIES:

1. Teach dual-enrollment mathematics or computer science.
2. Teach research under the guidance of the lead research teacher and mentor projects.
3. Teach senior seminar technology labs as assigned.
4. Participate in a variety of school related activities; see the CVGS calendar for details.
5. Perform additional duties and tasks as assigned by the Governor's School director.

ADDITIONAL INFORMATION: Founded in 1985, CVGS serves gifted/talented juniors and seniors from the school divisions of Amherst County, Appomattox County, Bedford County, Campbell County, and the City of Lynchburg. Students take mathematics, science, and research or technology courses at the Governor's School in the morning and then return to their home high schools in the afternoon while the CVGS faculty complete administrative duties.

START DATE: This is an 11-month teacher contract for the 2018-19 school year.