



## **Central Virginia Governor's School Governing Board Meeting Minutes Wednesday, December 7, 2016, 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 Annette Bennett (Appomattox County Public Schools), Sara Danaher (Bedford County Public Schools), Bobby Johnson (Campbell County Public Schools), Heather Bolling (Lynchburg City Schools), Steve Smith (CVGS), and Kim McMillan (CVGS).

### **1. Call to order**

Mr. Akers called the meeting to order at 1:00 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 November 2, 2016, meeting**

Dr. Hicks made a motion to approve the minutes; Mr. Smith 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 made note of the following expenditure line items:

- A. The salary line item has a balance of \$9,000 due to the planned salary increase in January.
- B. The purchase services line has a current balance of \$70,956.40. This will be used to pay second semester tuition to Central Virginia Community College (CVCC). The expenditure for this line is likely to be greater than the balance remaining due to the increase in the number of students taking dual enrollment classes at CVGS. Seventy-five percent of this expenditure will be returned to CVGS at the conclusion of second semester.
- C. There is currently \$10,000 in the communications line item. This money will be used to purchase software licenses.
- D. The \$43,000 in the leases and rentals line will be used for to cover the 2016-17 rent payment to the Lynchburg City Schools that will be due in the spring.
- E. The capital outlay line shows a negative balance of \$91,905.97. This line has been used to purchase items that will be paid for with fund balance monies; The Board has given prior approval for all expenditures to be covered by the fund balance.

**5. Additional student slot request from the Lynchburg City Schools**

Pending budget approval, the Lynchburg City Schools requested an additional 9 student slots for the 2017-18 school year and an additional 9 student slots for the 2018-19 school year. Thus, for 2018-19, the total enrollment for Lynchburg City Schools would be 30 juniors and 30 seniors.

If approved, this request if approved would put CVGS at its of capacity of 150 students. The Superintendent's recommended budget for the Lynchburg City Schools for the 2017-18 has this increase as a Tier 1 request. However, that budget has not yet been approved. After some discussion, Mr. Smith suggested no action be taken at this time; once a binding financial commitment for the slots can be made, then the Board can take action.

**6. Planning for faculty openings**

School year 2017-18 will be the final year for Dr. Jones before his retirement in the spring. Therefore, one faculty opening for 2018-19 is anticipated. In addition, if there is an increase in the number of students of 5 or more juniors, then an additional faculty member would be needed. Dr. Smith indicated that if possible, it would be preferable to post one position this year and the other the following year. Planning ahead, Dr. Smith has drafted the opening for three different types of positon. The new staff member would teach research and either teach math or computer science, or take over the IT department, freeing Mr. Howard to teach more math or computer science. No additional action will be taken until binding financial commitment is made for these positions.

**7. Student selection**

- A. High school promotional visits started in November and will continue through December. All ten high schools will be visited before the first program overview night on January 18, 2017.
- B. CVGS Program Overview Nights for prospective students and their families will be held on the January 18, 2017, for Amherst, Appomattox, and Bedford counties, and on January 26, 2017, for Campbell County and Lynchburg City. Board members are invited to attend either event.

**8. Internship update**

- A. This year Dr. Douglass has coordinated 65 student internship placements. The internship experience is part of the research grades for the juniors at the Governor's School.
- B. The orientation for Centra interns will be at Lynchburg General Hospital on Wednesday, January 11, 2017.
- C. Internships will begin on Friday, February 17, 2017, and end on Friday, May 19, 2017.

**9. Items of information**

- A. Recent Events
  - i. The Donor Recognition Wall Reception was on Saturday, November 12, 2016.

- ii. The Human Anatomy & Physiology class returned to the cadaver lab at Lynchburg College on November 15, 2016.
- iii. High School promotional visits began this month with Appomattox, Jefferson Forest, and Rustburg on the schedule.
- iv. Dunbar, Linkhorne, and Sandusky Middle Schools visited CVGS this month.
- v. All juniors participated in the egg drop competition on November 17, 2016. The winning project was created by Nicole Cico and Andrew Childers, both of whom attend Liberty High School.

**B. Upcoming Events**

- i. Ms. Coghill is taking a student to visit the wind tunnel at UVa on Friday, December 2, 2016.
- ii. The Governor's School will be open on Saturday, December 3, 2016, and again on December 10, 2016, for those students who want extra help or additional lab time.
- iii. CVGS final exams will be on Friday, December 9, 2016, and Monday, December 12, 2016.
- iv. The Industrial Advisory Board will meet on Wednesday, January 11, 2017.

**10. Items from the Board**

Mr. Smith attended the Donor Recognition Wall reception and thanked Dr. Smith for that opportunity. He also attended the promotional presentation to advanced tenth graders at Appomattox County Public High School.

As there were no other items from the Board, Mr. Smith made a motion to adjourn at 1:34 pm; Dr. Hicks seconded the motion, and it was approved by the Board.

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

DATE - 12/07/16  
 TIME - 8:14:49  
 PROG - GNL.570  
 REPT - GOV REV & EXP

LYNCHBURG CITY SCHOOLS  
 GOVERNOR SCHOOL REVENUE & EXPENDITURES

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ACCOUNT NUMBER / TITLE	BUDGET	CURRENT MONTH TRANSACTIONS	YEAR-TO-DATE TRANSACTIONS	CURRENT ENCUMB BAL	CURRENT BUDGET BAL
<b>REVENUE ACCOUNTS</b>					
8.0000.000.0380.400.715 240229 GOVERNOR'S SCHOOL	360,000.00-	.00	.00	.00	360,000.00-
8.0000.000.0386.400.715 240299 OTHER STATE FUNDS	26,000.00-	.00	.00	.00	26,000.00-
8.0000.000.0719.400.715 190101 TUIT FM OTH CO/CY	568,700.00-	573,400.00-	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-
<b>REVENUE ACCOUNTS</b>	<b>1,085,950.00-</b>	<b>573,400.00-</b>	<b>573,400.00-</b>	<b>.00</b>	<b>512,550.00-</b>
<b>EXPENSE ACCOUNTS</b>					
8.1100.304.1120.400.715 SALARIES-INSTRUCTIONAL	397,630.00	133,965.89	133,965.89	254,648.42	9,015.69
8.1100.304.1520.400.715 SALARIES-SUBSTITUTES	5,000.00	2,388.00	2,388.00	.00	2,612.00
8.1100.304.1620.400.715 SALARIES - SUPPLEMENTAL	26,390.00	9,811.70	9,811.70	18,362.20	1,783.90-
8.1100.304.2100.400.715 FICA	32,820.00	9,864.70	9,864.70	7,198.16	15,757.14
8.1100.304.2211.400.715 VRS PROFESSIONAL	62,161.00	22,670.90	22,670.90	43,209.58	3,719.48-
8.1100.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN	32,500.00	10,772.86	10,772.86	20,934.98	792.16
8.1100.304.2330.400.715 DENTAL INSURANCE	2,184.00	560.00	560.00	1,120.00	504.00
8.1100.304.2340.400.715 VISION INSURANCE	176.00	34.56	34.56	69.12	72.32
8.1100.304.2411.400.715 GROUP LIFE - PROFESSIONAL	5,046.00	2,025.92	2,025.92	3,861.28	841.20-
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	1,716.62	1,716.62	3,271.78	281.40-
8.1100.304.2820.400.715 TUITION REIMBURSEMENT	6,000.00	.00	.00	.00	6,000.00
8.1100.304.3000.400.715 PURCHASED SERVICES	195,000.00	124,043.60	124,043.60	.00	70,956.40
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	79.00	79.00	.00	921.00
8.1100.304.6000.400.715 MATERIALS & SUPPLIES	10,000.00	18,055.07	18,055.07	.00	8,055.07-
8.1100.304.6008.400.715 VEH & POWER EQUIP-FUEL	500.00	52.10	52.10	347.90	100.00
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	.00	.00	3,000.00
8.1100.304.6030.400.715 INSTRUCTIONAL MATERIALS	7,500.00	.00	.00	.00	7,500.00
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	1,146.73	1,146.73	1,434.40	418.87
8.1410.304.1126.400.715 SALARIES-PRINCIPALS	53,133.00	22,138.60	22,138.60	30,994.04	.36
8.1410.304.1150.400.715 SALARIES-CLERICAL	32,615.00	13,319.70	13,319.70	18,647.58	647.72
8.1410.304.1620.400.715 SALARIES - SUPPLEMENTAL	5,000.00	1,875.05	1,875.05	3,124.96	.01-
8.1410.304.2100.400.715 FICA	6,560.00	2,658.76	2,658.76	2,902.46	998.78
8.1410.304.2211.400.715 VRS PROFESSIONAL	12,571.00	5,198.20	5,198.20	7,277.48	95.32
8.1410.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN	7,500.00	3,158.60	3,158.60	4,422.04	80.64-
8.1410.304.2330.400.715 DENTAL INSURANCE	504.00	140.00	140.00	196.00	168.00
8.1410.304.2340.400.715 VISION INSURANCE	38.00	11.20	11.20	15.68	11.12
8.1410.304.2411.400.715 GROUP LIFE - PROFESSIONAL	1,020.00	464.50	464.50	650.30	94.80-
8.1410.304.2750.400.715 RETIREE HEALTH CARE CRDT	952.00	393.50	393.50	550.90	7.60
8.1410.304.3000.400.715 PURCHASED SERVICES	3,000.00	278.00	278.00	84.50	2,637.50
8.1410.304.5000.400.715 OTHER CHARGES	1,000.00	.00	.00	.00	1,000.00
8.1410.304.5200.400.715 COMMUNICATIONS	500.00	141.00	141.00	.00	359.00
8.1410.304.5300.400.715 INSURANCE	500.00	211.56	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	545.32	545.32	550.00	904.68
8.1410.304.6000.400.715 MATERIALS & SUPPLIES	5,000.00	12,616.19	12,616.19	1,300.00	8,916.19-

DATE - 12/07/16  
 TIME - 8:14:49  
 PROG - GNL 570  
 REPT - GOV REV & EXP

LYNCHBURG CITY SCHOOLS  
 GOVERNOR SCHOOL REVENUE & EXPENDITURES

December 31, 2016

ACCOUNT NUMBER / TITLE	BUDGET	CURRENT MONTH TRANSACTIONS	YEAR-TO-DATE TRANSACTIONS	CURRENT ENCUMB BAL	CURRENT BUDGET BAL
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	10,354.84	10,354.84	14,547.12	535.04
8.4200.304.1280.400.715 OT - LABORERS	1,000.00	198.00	198.00	.00	802.00
8.4200.304.2100.400.715 FICA	2,022.00	696.78	696.78	958.30	366.92
8.4200.304.2212.400.715 VRS NON-PROFESSIONAL	1,809.00	651.50	651.50	912.10	245.40
8.4200.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN	5,000.00	2,142.30	2,142.30	2,999.22	141.52-
8.4200.304.2330.400.715 DENTAL INSURANCE	168.00	140.00	140.00	196.00	168.00-
8.4200.304.2412.400.715 GROUP LIFE - NON-PROF	336.00	136.10	136.10	190.54	9.36
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	.00	.00	1,634.00	1,634.00-
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	6,603.64	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	.00	91,905.97	91,905.97	.00	91,905.97-
8.8100.304.8200.400.715 CAPITAL OUTLAY ADDITION	45,705.00	34,170.79	34,170.79	19,754.37	8,220.16-
EXPENSE ACCOUNTS	1,085,950.00	547,337.75	547,337.75	466,365.41	72,246.84
REPORT TOTAL	.00	26,062.25-	26,062.25-	466,365.41	440,303.16-

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