



**Central Virginia Governor's School Foundation
Spring Business Meeting Minutes
April 26, 2017**

This meeting of the Foundation Board of the Central Virginia Governor's School for Science and Technology (CVGS) was held in Room 106 of the Governor's School.

Foundation Board members in attendance included Peter Dorman, John Hall, Adrienne Howard, Christine Marraccini, Scott Nagley, John Precious, Donna Stuart, Kim Tibbs, Teresa Weinmeister, Larry Wetzel, and Steve Smith.

Others in attendance included Scott Douglass, CVGS.

1. Call to Order, Welcome, and Introductions.

Dr. Smith, President/CEO of the Foundation, called the meeting to order at 12:11 pm. Dr. Smith welcomed the group and thanked them for their attendance.

2. Recognition of Foundation Board Members

The Board recognized those members who completed their term of service this spring:

- Pam Bradford, CVGS parent (second consecutive term)
- Peter Dorman, CVGS parent (first term)
- Adrienne Howard, CVGS graduate (first term)
- Christine Marraccini, CVGS parent (first term)
- Teresa Weinmeister, CVGS parent (first term)

Although she was not able to attend due to a prior commitment, Dr. Smith thanked Mrs. Bradford for her six years of service to the Board. He then asked those members who were completing their first terms if they would email him regarding their willingness to serve a second term. Since that time, all four first term members have agreed to return for a second term. In addition, he noted that Mecole Ingram, from Abbott, will be joining the Foundation Board in the fall for her first term.

3. Approval of Meeting Agenda

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

4. Approval of Minutes of Fall Meeting

Ms. Stuart made a motion to approve the minutes of the September 21, 2016, meeting; Mr. Precious seconded the motion, and it was approved by the Board.

5. Finance Report

A. Account Balances (March 31 Snapshot)

Dr. Smith reviewed the March 31, 2017 balances in the Foundation accounts.

	March 31, 2016	March 31, 2017
ETF (formerly Scholarship)	\$ 57,363.30	\$ 105,360.14
Opportunities	\$ 567,421.40	\$ 644,506.54
Market	\$ 291.00	\$ 7,620.74
Total	\$ 625,075.70	\$ 757,487.42

Only \$15,000 was requested for the FY17 distribution in September of 2016 because funds from prior year allocations were available. Those accumulated funds will be expended with the scholarship distributions in May, and thus Dr. Smith expects to request a higher allocation for disbursement in FY18.

B. Fund Raising to Date (July 1, 2016–present)

Dr. Smith reviewed the amounts donated in the current and prior fiscal years.

	FY16	FY17
Parents/Friends	\$ 20,910.02	\$ 20,813.15
Corporate Matching	\$ 3,256.00	\$ 744.25
Total Parent Campaign	\$ 24,166.02	\$ 21,557.40
Alumni	\$ 12,923.25	\$ 11,417.00
Corporate Matching	\$ 50.00	\$ -
Total Alumni Giving	\$ 12,973.25	\$ 11,417.00
Corporate	\$ 21,263.90	\$ 23,750.00
Total To Date Donations	\$ 58,403.17	\$ 56,724.40

It was noted that some of the pledges made in FY16 and FY17, as part of the five year pledge campaign and Donor Recognition Wall, were fulfilled with one-time payments, which helps explain why FY16 and FY17 had larger donation amounts than in previous years. In addition, AREVA, as the largest single donor to CVGS, has continued to provide \$10,000 of support each year. Gary Mignona, AREVA's President and CEO, presented CVGS with this year's check at a special showing of the IMAX movie, Dream Big. Other long-time supporters of CVGS who have made pledges of increasing support include BWXT, which increased its annual donation to \$4,000, and AECOM continuing annual donations of \$1,500. One new donor, Gutters and Guards, a business associated with Rempfer Construction, made and fulfilled a \$5,000 pledge in FY17.

C. Donor Recognition Wall Update

All of the \$10,000 and the \$1,000 blocks have been pledged, and the personalized blocks are now on display.

The Donor Recognition Wall Reception took place on November 12, 2016. Many donors attended the event. The faculty spoke about how the Foundation funds have supported

their instructional innovations. Bob Freeman, AREVA VP of Nuclear Fuels, spoke about the importance of STEM education and why AREVA chooses to support the Governor's School. Light refreshments were served.

Dr. Smith took a moment to provide a special thank you to John Precious and Bill Riley for all of their hard work in designing, building, and installing the background for the Donor Recognition Wall; they did this work at no charge to CVGS for materials or time. In addition, these gentlemen designed, built, and installed custom shelving for our new A&P microscopes and completed several other projects which have improved the aestheticism and functionality of CVGS.

While fund-raising has been going very well, and the contributions and influence of several members of Foundation Board have been much appreciated, CVGS still has quite a few \$2,000, \$3,000, and \$4,000 blocks available. In addition, Dr. Smith is contemplating the best way to encourage CVGS alumni to make pledges totaling at least \$1,000 per graduating class so their classes can be recognized on the wall. While some might question why fund-raising is so important when the endowment is already at \$750,000, Dr. Smith has a simple answer. This fund-raising ensures the "margin of excellence" of the program. We don't know what the next "scanning electron microscope" (meaning large ticket high technology item) will be or will cost, but we do know that we would like to avoid having to finance the purchase with a 20 year loan. By planning ahead and being careful stewards of existing funds, we can ensure the future quality of the CVGS program for decades to come.

- D. Facebook Page update – Dr. Smith mentioned that at the last meeting Foundation Board members expressed a preference for a Facebook page rather than a group. With that in mind, a page was created in the fall, and both the page and the group are on-going at this time. The CVGS team is always looking for ways to reach as many parents, alumni, and stakeholders as possible, and new ideas and efforts are always welcomed.

6. Committee Reports

A. Scholarship Committee

The Foundation Scholarship Committee has members from both the Foundation Board and the Industrial Advisory Board. Mrs. Tibbs was the Foundation Board representative on the Scholarship Committee, and she summarized the process for the other Board members. She also noted that there were only five applicants, from whom three winners were selected. Mrs. Tibbs wanted to encourage more students to apply, and she volunteered to meet with the seniors to explain the scholarship to them next spring. Dr. Smith responded favorably to this idea, and he or Mrs. McMillan will follow up with Mrs. Tibbs next year. Dr. Dorman volunteered to attend the Recognition Reception on May 7 at 2 pm and assist in the presentation of the Foundation Scholarships, which was much appreciated.

B. Finance Committee

The Finance Committee will meet on June 7 to discuss any possible changes to the fund allocations and to write a clear directive for Wells Fargo regarding when to invest

donated funds in the market. At that time Dr. Smith will make a decision regarding the amount of funding that should be disbursed (up to 5%) from the endowment for FY18 distributions.

7. Opportunities for Board Members

Board members were invited to attend the following events:

A. CVGS Recognition Program (May 2, 2-4 pm)

Location: Heritage High School Auditorium

Dr. Smith noted that he is excited that the CVGS team will not have to move 350+ chairs and tables for this event because it will be in the new auditorium of Heritage High School. A Sunday afternoon was selected by the CVGS Governing Board for this event in an effort to avoid conflicts with other activities.

- i. Announcing Foundation Scholarships (Ms. Ingram and Dr. Dorman have volunteered.)
- ii. Announcing Alumni Book Award: None of the alumni at the meeting were able to attend, so Dr. Smith will identify an alum for this opportunity or he will handle the presentation of this award himself.

B. Senior Science Scenario Presentations (May 24-25, 7:15-8:45 am)

Location: Lynchburg College Schewel Hall in the Sydnor Performance Hall

8. Update from the Director

A. Senior Technology Labs

- a. Dr. Douglass shared information about the drone updates that the Foundation funded this year. These updates included a new drone, new controllers, iPad App, and First Person View goggles. Dr. Douglass mentioned the trips students have taken to various sites, and he highlighted safety and responsible flight considerations as well.
- b. Dr. Smith noted that Mr. Howard has been developing a Cyber Security tech lab with a couple seniors. For example, he and some students have written code so that if you click a link in an email, a program, called an “exploit,” will be written to your computer and allow the sender to assume control of the camera on your machine. It should be noted that this lab has been conducted in a controlled network environment.
- c. Dr. Smith and Mr. Howard attended a conference in Cleveland, Ohio, to learn more about the software used in the Leadership, Teamwork, and Communications (LTC) lab. Dr. Smith and Mr. Howard were able to meet with the creator of the program. The conference was very helpful in taking the necessary steps in moving the LTC lab forward.
- d. The equipment for the scientific photography lab, including new cameras and shutter beams, was updated.

B. Student Trips & Special Activities

- a. The Human Anatomy and Physiology students visited the Lynchburg College cadaver lab in November.
- b. Capitol Day occurred in January 2017, and six students accompanied Dr. Smith to speak to our legislators in Richmond.

- c. The Human Anatomy and Physiology students were certified in CPR and First Aid in the spring.

C. Science Fair & Symposium News

- a. The Central Virginia Science Fair was held in March at Central Virginia Community College. Sixty-one CVGS students participated. Thirteen CVGS students qualified for the state science fair and two CVGS students qualified for the International Science and Engineering Fair in Los Angeles, CA in May.
- b. Ms. Coghill took six students to the Virginia Junior Science and Humanities Symposium at James Madison University in March. Three students received awards.
- c. The state science fair was held at Virginia Military Institute in April. CVGS had thirteen students attending and nine award received. Two students received first place awards, and one received honorable mention.
- d. The CVGS research symposium is scheduled for April 26, 2017, at 7 pm. Board members are invited to attend.
- e. The Virginia Junior Academy of Science (VJAS) is scheduled for May 16-19 on the campus of Virginia Commonwealth University. Ms. Coghill and Dr. Douglass will take the selected 54 CVGS students. The Foundation continues to make this trip possible for qualifying students by paying the \$155 student fee, the charter bus and driver expenses, and the paper review fees. Ms. Coghill spoke to the Board regarding the increased amount of money needed for the VJAS trip. So many students qualified to present this year at VJAS (at 56, it was likely the largest group ever) that the total expenses for the trip are likely to be over \$12,000. Dr. Smith praised both Ms. Coghill and Mrs. Douglass for their work with the research program, and he thanked the Foundation Board for their support of this very important trip.

D. Internships

- a. There are 64 juniors and 2 seniors in internships placements this year.
- b. There are five new internship sponsors this year:
 - i. Advanced Manufacturing Technology Inc.
 - ii. Consolidated Shoes
 - iii. Custom Structures, Inc.
 - iv. Liberty Medical Group
 - v. Presbyterian Cemetery

Dr. Douglass spoke about the internship process including the initial survey, interview, and matching the student with the best placement option. It was also noted that internships continue to get more competitive as more high schools, programs, and universities also have initiated internship programs.

E. Slot and Selection Update

- a. Dr. Smith distributed a handout titled “Enrollment and Tuition” and discussed how the tuition charge and enrollment numbers have changed over the years at CVGS. He then shared some specific information from the last two years.
- b. Amherst County Public Schools increased their slots from 7 and 7 to 8 and 7 for 2016-17, and will stay at 8 and 8 for 2017-18.
- c. Appomattox County Public Schools increased their slots to 4 and 3 for

2017-18 and 4 and 4 for 2018-19.

- d. The Lynchburg City Schools (LCS) administration had an increase in slots as a Tier 1 budget priority, but that increase did not pass the vote of the LCS School Board at this time.
- e. The School Board of the Bedford County Public Schools, which is currently at 20 and 20, has budgeted for an increase to 23 and 20 for 2017-18 and 23 and 23 for 2018-19. However, they have not received the final word on funding from their Board of Supervisors, and if their requested budget is not fully funded, it is possible that this addition will be removed.

F. Hiring Update

Dr. Jones will retire at the end of 2017-18, and a math/research position will be posted during the 2017-18 school year for 2018-19. If the Bedford County Public Schools slot increase request is approved, CVGS will have 72 juniors, and research sections and certain math courses would have larger class sizes than desired. While it would be a challenge to the budget, at that time Dr. Smith would need to consider posting an additional research/math position for 2018-19. The likely budget difference between Dr. Jones' salary and benefits and a less experienced teacher's salary and benefits would help make the budget work, but adding additional students to try to reach the full capacity of 75 and 75 would be a priority.

G. CVGS Academic Calendar for 2017-18

Dr. Smith made the point that, due to the initiative and creativity of the CVGS team, there were several exciting changes implemented by the Governing Board in the calendar for 2017-18. He specifically noted that the fourth New Student Orientation Day will be on a Monday rather than on the preceding Friday, allowing one more full summer week (and weekend) for new CVGS families. He also he noted that, in response to school divisions ending the school year earlier, CVGS moved their second semester exams a full week earlier. This will allow the Senior Science Scenario to finish a week earlier, and for grades to be available to our high schools earlier. In order to make this change work, five Fridays were changed from a technology lab to typical instructional days, and the last week in May was changed to an optional non-graded technology lab opportunity for seniors. Dr. Smith was very pleased with the innovative way the CVGS team designed to meet the students' instructional needs while also accommodating for the changing requests from our base schools.

9. Items from the Board

There were no items from the Board, so the meeting adjourned at 1 pm.

Next Foundation Board meeting: September 20, 2017