



## **Central Virginia Governor's School Governing Board Meeting Minutes Wednesday, March 1, 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), Roger Akers (Campbell County Public Schools), and Charleta Mason (Lynchburg City Schools).

Others in attendance were Brendon Albôn (Amherst County Public Schools), Annette Bennett (Appomattox County Public Schools), Sara Danaher (Bedford 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 12:59 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 February 1, 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.

A question was asked about the fact that there are several lines that seem to appear twice. Dr. Smith noted that in those cases there is one line with an 1100 code for instructional items related to instructor salary or benefits or specific course expenses, and there is a similar line with a 1410 code for administrative salary, benefits, or purchases for the program in general. Again, these lines are titled the same, but the account codes and specific purposes are different.

### **5. Approval of CVGS 2017-18 Academic Calendar**

With several school divisions starting and ending their academic calendars earlier, there was a need to make some revisions to the recommended Governor's School Academic Calendar for 2017-18. Dr. Smith requested that discussion of the calendar be postponed until the April meeting to allow time to refine the recommendations in light of new information.

**6. Change in student grade reporting**

It was reported to the Governing Board that starting with the 2017-18 school year, grades will now be sent to the Division and School Advocates by the CVGS Program Coordinator via email rather than fax. The grade report will be the same format, and only the method of delivery will be different. This change is being made for reasons of efficiency and security. Using email will be faster, and emailing directly to a person rather than faxing to the school fax machine will help to ensure that only the intended person may view the report.

In researching this change Mrs. McMillan found that other regional programs, such as the STEM Academy, use email to communicate grades. In addition, the use of email in this way is not prohibited by the Family Educational Rights and Privacy Act. In the discussion at the Board table, the division advocates recommended beginning the new transmission method as soon as possible, and they began sharing with Mrs. McMillan the email addresses for other school and school division contacts who needed access to CVGS grade reports. By sending the reports by email to these individuals, Mrs. McMillan will eliminate the need for the Division Advocates to make, distribute, and file hard copies.

**7. Amherst County Public Schools (ACPS) slot allocation exception request for 2017-18 and 2018-19**

Amherst County Public Schools requested a slot allocation exception for the next two years. The ACPS budget has been approved to pay for 15 students in 2016-17, and ACPS will pay for 16 students starting in 2017-18. Amherst County Public Schools is currently out of balance with respect to the number of juniors and seniors at the Governor's School. Currently there are 5 juniors and 9 seniors at the Governor's School from Amherst County. For the 2017-18 school year, ACPS has requested to have 5 seniors and 9 juniors for a total of 14 students, even though they would pay for their allocated 16 slots. The following year (2018-19) they request to have 9 seniors and 8 juniors with no additional cost for the 17<sup>th</sup> student.

Dr. Smith noted that in discussions over the last seven years the Governing Board has been in favor of requests for flexibility like this one as long as the CVGS director recommends it with an assurance to the Board that there would be no negative impact to the program. Dr. Smith did make that assurance, and he recommended approving this request.

Mr. Smith made a motion to allow Amherst County to enroll 17 students in the 2018-19 school year while being billed for 16 students; Dr. Hicks seconded the motion, and it was approved by the Board.

**8. Items of information**

**A. Recent Events**

- i. Internships began on Friday, February 17, 2017, and will end on May 19, 2017. The internships consists of 36 hours of contact time for students.
- ii. Many students and CVGS faculty attended AREVA's showing of Dream Big on February 22, 2017. At that event, Mr. Gary Mignogna, President and CEO of AREVA Inc., presented a \$10,000 check to the CVGS Foundation. AREVA has

been a long-time supporter of the Governor's School, and this is the eighth such check from AREVA in the past seven years.

**B. Upcoming Events**

- i. The Central Virginia Regional Science Fair will be held on Saturday, March 4, 2017, in Merritt Hall on the campus of Central Virginia Community College. Board members are invited to attend. Projects will be open to the public between 1:30 pm and 2:00 pm, and the awards ceremony will follow.
- ii. The CVGS Foundation has opened their scholarship program to all CVGS seniors. Applications are due March 7, 2017, and 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 will be on March 10, 2017, from 9:00 am to 11:00 am. Approximately 130 eighth grade students will spend the morning at CVGS and participate in various activities led by the CVGS faculty and seniors. Next year the CVGS faculty would like to have two Middle School Days in order to accommodate additional students.
- iv. The Virginia Junior Science and Humanities Symposium will be held on March 16, & 17, 2017, on the campus of James Madison University. Ms. Coghill will take Hunter Diminick from E. C. Glass, Grace Chun from Heritage High School, Hannah Steele from Liberty High School, and Tanner Gage, Amber Li, and Josh Willoughby from Jefferson Forest High School. This symposium, including registrations, housing and meals, is fully funded by the US Army, Navy, and Air Force, with CVGS travel expenses covered by the CVGS Foundation.
- v. Letters will be sent to those students who applied for the 2017-18 school year notifying them of division selections by March 17, 2017.
- vi. CVGS will be open on Saturday, March 18, 2017, for those students who would like extra instruction or study time.
- vii. The State Science Fair will be at the Virginia Military Institute on March 24 and March 25, 2017. The attendees of this event will be determined by the Regional Science Fair occurring earlier in the month. First Place and Grand Champion winners from the Regional Science Fair are invited to attend this event with their parents. Dr. Smith will attend the event to represent CVGS and support the students.

**9. Items from the Board**

As there were no further items from the Board, Dr. Hicks made a motion to adjourn at 1:23 pm; Mr. Smith seconded the motion, and it was approved by the Board.

**The next Governing Board meeting is scheduled for  
Wednesday, April 5, 2017, at 1:00 pm.**

DATE - 2/28/17  
TIME - 8:38:04  
PROG - GNL.570  
REPT - GOV REV & EXP

LYNCHBURG CITY SCHOOLS  
GOVERNOR SCHOOL REVENUE & EXPENDITURES  
February 28, 2017

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-	38,251.60-	38,251.60-	.00	321,748.40-
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-
<b>REVENUE ACCOUNTS</b>	<b>1,249,226.05-</b>	<b>38,251.60-</b>	<b>611,651.60-</b>	<b>.00</b>	<b>637,574.45-</b>
<b>EXPENSE ACCOUNTS</b>					
8.1100.304.1120.400.715 SALARIES-INSTRUCTIONAL	397,630.00	65,887.33	232,237.76	160,290.80	5,101.44
8.1100.304.1520.400.715 SALARIES-SUBSTITUTES	5,000.00	1,032.00	4,128.00	.00	872.00
8.1100.304.1620.400.715 SALARIES - SUPPLEMENTAL	26,390.00	4,695.69	16,855.21	11,318.94	1,784.15-
8.1100.304.2100.400.715 FICA	32,820.00	5,023.31	17,396.57	8,396.22	7,027.21
8.1100.304.2211.400.715 VRS PROFESSIONAL	62,161.00	11,158.96	39,319.90	31,015.74	8,174.64-
8.1100.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN	32,500.00	5,451.60	18,866.78	13,425.42	207.80
8.1100.304.2330.400.715 DENTAL INSURANCE	2,184.00	308.00	1,008.00	756.00	420.00
8.1100.304.2340.400.715 VISION INSURANCE	176.00	24.16	67.36	59.28	49.36
8.1100.304.2411.400.715 GROUP LIFE - PROFESSIONAL	5,046.00	997.20	3,513.72	2,429.48	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	844.88	2,977.20	2,058.38	328.58-
8.1100.304.2820.400.715 TUITION REIMBURSEMENT	6,000.00	1,192.50	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	1,169.72	1,433.00	.00	433.00-
8.1100.304.6000.400.715 MATERIALS & SUPPLIES	10,000.00	1,285.14	25,279.67	.00	15,279.67-
8.1100.304.6008.400.715 VEH & POWER EQUIP-FUEL	500.00	56.75	108.85	317.17	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	2.54-	91.54	.00	2,908.46
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	443.60	1,685.01	896.12	418.87
8.1410.304.1126.400.715 SALARIES-PRINCIPALS	53,133.00	8,855.44	35,421.76	17,710.88	.36
8.1410.304.1150.400.715 SALARIES-CLERICAL	32,615.00	5,434.44	21,418.08	10,868.88	328.04
8.1410.304.1620.400.715 SALARIES - SUPPLEMENTAL	5,000.00	833.32	3,125.03	1,874.88	.09
8.1410.304.2100.400.715 FICA	6,560.00	1,071.66	4,272.78	2,172.26	114.96
8.1410.304.2211.400.715 VRS PROFESSIONAL	12,571.00	2,094.88	8,332.72	4,189.76	48.52
8.1410.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN	7,500.00	1,264.08	5,054.40	2,528.72	83.12-
8.1410.304.2330.400.715 DENTAL INSURANCE	504.00	84.00	252.00	168.00	84.00
8.1410.304.2340.400.715 VISION INSURANCE	38.00	6.72	20.16	13.44	4.40
8.1410.304.2411.400.715 GROUP LIFE - PROFESSIONAL	1,020.00	187.20	744.60	374.40	99.00-
8.1410.304.2750.400.715 RETIREE HEALTH CARE CRDT	952.00	158.60	630.80	317.20	4.00
8.1410.304.3000.400.715 PURCHASED SERVICES	3,000.00	261.50	591.50	.00	2,408.50
8.1410.304.5000.400.715 OTHER CHARGES	1,000.00	346.72	346.72	.00	653.28
8.1410.304.5200.400.715 COMMUNICATIONS	500.00	.00	306.10	.00	193.90
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 - 2/28/17  
 TIME - 8:38:04  
 PROG - GNL.570  
 REPT - GOV REV & EXP

LYNCHBURG CITY SCHOOLS  
 GOVERNOR SCHOOL REVENUE & EXPENDITURES

February 28, 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	1,458.06	17,326.86	.00	12,326.86-
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	4,316.33	16,737.34	8,645.12	54.54
8.4200.304.1280.400.715 OT - LABORERS	1,000.00	354.12	637.62	.00	362.38
8.4200.304.2100.400.715 FICA	2,022.00	321.18	1,160.45	589.04	272.51
8.4200.304.2212.400.715 VRS NON-PROFESSIONAL	1,809.00	271.04	1,052.84	542.08	214.08
8.4200.304.2300.400.715 HMP(HOSPITAL/MEDICAL) PLAN	5,000.00	727.96	3,298.72	1,455.92	245.36
8.4200.304.2330.400.715 DENTAL INSURANCE	168.00	56.00	224.00	112.00	168.00-
8.4200.304.2340.400.715 VISION INSURANCE	.00	4.16	4.16	8.32	12.48-
8.4200.304.2412.400.715 GROUP LIFE - NON-PROF	336.00	56.64	219.96	113.28	2.76
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	.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	.00	91,905.97	12,967.68	32,402.40
8.8100.304.8200.400.715 CAPITAL OUTLAY ADDITION	71,705.00	750.00	35,645.79	77,210.37	41,151.16-
EXPENSE ACCOUNTS	1,249,226.05	128,482.35	746,295.55	454,817.28	48,113.22
REPORT TOTAL	.00	90,230.75	134,643.95	454,817.28	589,461.23-

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