



## **Central Virginia Governor's School Governing Board Meeting Minutes Wednesday, September 6, 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 Jennifer Cumby (Amherst County Public Schools), 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), 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 1:03 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 August 2, 2017, meeting**

Mr. Smith made a motion to approve the minutes; Ms. Mason 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 mentioned several items about the financial report:

- A. All of the state funds have not been received. These funds typically are not received until the end of the school year.
- B. The budget was created planning for a salary increase that did not happen. This line item will have funds remaining at the end of the fiscal year.
- C. The expenses for dual enrollment will be higher than expected. The tuition for Central Virginia Community College increased from \$137.75 per credit hour to \$141.75 after the budget was created.
- D. Dr. Smith recommends reserving approximately 10% of the annual operating budget in the fund balance to be used for any unanticipated expenses in future years.

## **5. Policy Review**

Mr. Smith suggested that since the policy revisions were presented and discussed at the August meeting, there was no need to vote on each policy separately.

Mr. Smith made a motion to approve changes to policies 1, 2, 4, 5, 6, and 7 as presented at the August meeting; Dr. Hicks seconded the motion, and it was approved by the Board.

## **6. School Audit Results**

The audit of the CVGS school-based funds for 2016-17 was completed, and there were no significant findings.

The audit did have two minor findings:

- A. The audit cited an insufficient number of quotes for the chartered bus for the Virginia Junior Academy of Science Symposium trip. Dr. Smith informed the auditors that the quotes were obtained but not filed properly. The faculty member who obtained the quotes was not present to locate the paperwork during the audit, as it was conducted on July 12, 2017.
- B. One purchase did not have the supporting documentation. Dr. Smith informed the auditors that the item was received, but unfortunately the invoice was not signed and dated as it should have been. Mrs. McMillan will provide additional guidance about this requirement to the CVGS staff.

## **7. Job Posting (Attachment A.ii)**

The faculty position that will become available when Dr. Charlie Jones retires in June of 2018 will be posted at the beginning of October. Ms. Gee has been very helpful in working with Dr. Smith to post the position through the Lynchburg City Schools. Dr. Smith asked the division advocates to please share the posting through the email system in their school divisions.

## **8. Items of Information**

### **A. Recent Events**

- i. The last day of New Student Orientation was Monday, August 7, 2017.
- ii. The first day of classes for all CVGS students was Tuesday, August 8, 2017.
- iii. Graham Hagwood (Jefferson Forest High School) presented his research to the Lynchburg Optimist Club on August 17, 2017. He, along with Will Carrington (EC Glass High School), received the Optimist Club award for outstanding visual display of their research last spring, and each student received a medallion and gift card from the Optimists. Will was also invited to present, but he could not because he was visiting his sister, Holly (CVGS Class of 2015) in China.
- iv. Back to School night for CVGS juniors and their families was held on Monday, August 21, 2017.
- v. The Industrial Advisory Board met on Wednesday, August 23, 2017.
- vi. The Governor's School was open on Saturday, August 26, 2017, for those students who wanted extra help or additional lab time.

B. Upcoming Events

- i. Engineering Bridge Project testing will take place from 8:00 am to 10:00 am on Friday, September 15, 2017, at the Governor's School. Board members are invited to attend.
- ii. The Foundation Board will meet on Wednesday, September 20, 2017.
- iii. The Governor's School will be open on Saturday, September 23, and again on October 21, for those students who would like extra help or additional lab time.
- iv. Parent teacher conferences will be conducted on Tuesday, October 17 and Wednesday, October 25, 2017. As a side note, if a student is earning a C or lower, the student's instructor makes a parent contact prior to conferences.
- v. The School Advisory Board will have its annual meeting on Wednesday, October 18, 2017. This board consists of middle and high school counselors and the CVGS division advocates.

**9. Items from the Board**

Mr. Smith reminded the Board that he would not be present at the November 1 meeting due to a commitment for work.

As there were no further items from the Board, Mr. Smith made a motion to adjourn at 1:29 pm; Dr. Hicks seconded the motion, and the Board approved.

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

DATE - 9/06/17  
 TIME - 10:21:59  
 PROG - GNL.570  
 REPT - GOV REV & EXP

LYNCHBURG CITY SCHOOLS  
 GOVERNOR SCHOOL REVENUE & EXPENDITURES

September 30, 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	385,000.00-	.00	.00	.00	385,000.00-
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	587,500.00-	432,400.00-	432,400.00-	.00	155,100.00-
8.0000.000.0720.400.715 190102 OTH PMT OTH CO/CY	138,750.00-	.00	.00	.00	138,750.00-
<b>REVENUE ACCOUNTS</b>	<b>1,137,250.00-</b>	<b>432,400.00-</b>	<b>432,400.00-</b>	<b>.00</b>	<b>704,850.00-</b>
<b>EXPENSE ACCOUNTS</b>					
8.1100.304.1120.400.715 SALARIES-INSTRUCTIONAL	403,230.00	37,371.38	37,371.38	357,952.30	7,906.32
8.1100.304.1520.400.715 SALARIES-SUBSTITUTES	6,000.00	642.00	642.00	.00	5,358.00
8.1100.304.1620.400.715 SALARIES - SUPPLEMENTAL	28,174.00	2,768.18	2,768.18	25,405.44	.38
8.1100.304.2100.400.715 FICA	33,461.00	2,902.38	2,902.38	27,056.00	3,502.62
8.1100.304.2211.400.715 VRS PROFESSIONAL	70,405.00	7,002.48	7,002.48	67,532.64	4,130.12-
8.1100.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN	33,800.00	2,878.32	2,878.32	29,218.56	1,703.12
8.1100.304.2330.400.715 DENTAL INSURANCE	2,184.00	168.00	168.00	1,680.00	336.00
8.1100.304.2340.400.715 VISION INSURANCE	176.00	13.20	13.20	131.76	31.04
8.1100.304.2411.400.715 GROUP LIFE - PROFESSIONAL	5,651.00	562.12	562.12	5,421.08	332.20-
8.1100.304.2700.400.715 WORKER'S COMPENSATION	1,486.00	.00	.00	.00	1,486.00
8.1100.304.2750.400.715 RETIREE HEALTH CARE CRDT	5,306.00	527.80	527.80	5,090.12	311.92-
8.1100.304.2820.400.715 TUITION REIMBURSEMENT	10,000.00	2,839.25	2,839.25	.00	7,160.75
8.1100.304.3000.400.715 PURCHASED SERVICES	205,000.00	.00	.00	146,000.00	59,000.00
8.1100.304.5200.400.715 COMMUNICATIONS	500.00	.00	.00	.00	500.00
8.1100.304.5500.400.715 TRAVEL	1,000.00	.00	.00	.00	1,000.00
8.1100.304.5800.400.715 MISCELLANEOUS	1,000.00	.00	.00	.00	1,000.00
8.1100.304.6000.400.715 MATERIALS & SUPPLIES	10,000.00	2,163.31	2,163.31	.00	7,836.69
8.1100.304.6008.400.715 VEH & POWER EQUIP-FUEL	500.00	.00	.00	300.00	200.00
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	403.93	403.93	2,218.00	378.07
8.1410.304.1126.400.715 SALARIES-PRINCIPALS	54,195.00	8,855.44	8,855.44	44,277.20	1,062.36
8.1410.304.1150.400.715 SALARIES-CLERICAL	45,107.00	7,554.72	7,554.72	37,773.60	221.32-
8.1410.304.1620.400.715 SALARIES - SUPPLEMENTAL	2,500.00	208.34	208.34	2,291.74	.08-
8.1410.304.2100.400.715 FICA	7,597.00	1,192.62	1,192.62	6,058.74	345.64
8.1410.304.2211.400.715 VRS PROFESSIONAL	16,206.00	2,678.12	2,678.12	13,390.60	137.28
8.1410.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN	7,800.00	1,264.08	1,264.08	6,320.40	215.52
8.1410.304.2330.400.715 DENTAL INSURANCE	504.00	84.00	84.00	420.00	.00
8.1410.304.2340.400.715 VISION INSURANCE	39.00	6.72	6.72	33.60	1.32-
8.1410.304.2411.400.715 GROUP LIFE - PROFESSIONAL	1,301.00	214.96	214.96	1,074.80	11.24
8.1410.304.2750.400.715 RETIREE HEALTH CARE CRDT	1,221.00	201.84	201.84	1,009.20	9.96
8.1410.304.3000.400.715 PURCHASED SERVICES	3,000.00	.00	.00	200.00	2,800.00
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	.00	.00	.00	500.00
8.1410.304.5300.400.715 INSURANCE	500.00	.00	.00	400.00	100.00
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	.00	700.00	1,300.00
8.1410.304.6000.400.715 MATERIALS & SUPPLIES	5,000.00	103.87	103.87	.00	4,896.13

DATE - 9/06/17  
 TIME - 10:21:59  
 PROG - GNL.570  
 REPT - GOV REV & EXP

LYNCHBURG CITY SCHOOLS  
 GOVERNOR SCHOOL REVENUE & EXPENDITURES  
 September 30, 2017

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	26,455.00	4,463.06	4,463.06	22,477.40	485.46-
8.4200.304.1280.400.715 OT - LABORERS	1,000.00	38.94	38.94	.00	961.06
8.4200.304.2100.400.715 FICA	2,100.00	308.31	308.31	1,539.20	252.49
8.4200.304.2212.400.715 VRS NON-PROFESSIONAL	1,881.00	281.88	281.88	1,413.40	185.72
8.4200.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN	5,200.00	727.96	727.96	3,639.80	832.24
8.4200.304.2330.400.715 DENTAL INSURANCE	200.00	56.00	56.00	280.00	136.00-
8.4200.304.2340.400.715 VISION INSURANCE	24.00	4.16	4.16	20.80	.96-
8.4200.304.2412.400.715 GROUP LIFE - NON-PROF	349.00	58.88	58.88	295.20	5.08-
8.4200.304.2700.400.715 WORKER'S COMPENSATION	561.00	.00	.00	.00	561.00
8.4200.304.5200.400.715 COMMUNICATIONS	10,000.00	3,750.00	3,750.00	.00	6,250.00
8.4200.304.5300.400.715 INSURANCE	6,000.00	.00	.00	6,000.00	.00
8.4200.304.5400.400.715 LEASES & RENTALS	43,000.00	.00	.00	.00	43,000.00
8.8100.304.8200.400.715 CAPITAL OUTLAY ADDITION	45,137.00	2,487.89	2,487.89	.00	42,649.11
EXPENSE ACCOUNTS	1,137,250.00	94,784.14	94,784.14	817,621.58	224,844.28
REPORT TOTAL	.00	337,615.86-	337,615.86-	817,621.58	480,005.72-

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**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.