



Central Virginia Governor's School Governing Board Meeting Minutes Wednesday, November 2, 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 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 Jenny Poore (Lynchburg City Schools).

Others in attendance were Brendon Albôn (Amherst County Public Schools), Annette Bennett (Appomattox County Public Schools), Sarah 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 1:02 pm.

2. Approval of revised meeting agenda

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

3. Recommendation for approval of the minutes of the September 7, 2016, meeting

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

A question was asked about the CVGS policy on tuition paying students. The Governor's School does not have a policy that addresses this topic. Each school division has its own practice regarding applications from students living outside their service area. In the past the CVGS Governing Board approved a temporary increase in the Lynchburg City Schools (LCS) slot allocation to allow for one or two non-resident students to attend CVGS. The LCS paid the tuition to CVGS, as CVGS is not permitted to accept tuition payment from anyone except the five participating school divisions. The LCS has discontinued this practice. However, there is currently one EC Glass junior at the Governor's School who is a LCS non-resident who has been "grandfathered in" under this past practice, so he will be allowed to remain at CVGS for his senior year during 2017-18.

On a related note, homeschooled and private schooled students may apply to CVGS through their division of residency, but a student must be fully enrolled in a participating school division before being eligible to attend the Governor's School. Ms. Poore shared that the LCS policy states that a student must be fully enrolled in an LCS school for one year prior to being eligible to attend the Governor's School.

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 the following observations regarding revenue lines:

- a) As expected, the state funds have not yet been realized.
- b) The state grant for technology was not able to be processed in FY16, therefore two technology grants will be processed in FY17.
- c) The last revenue line item is the reimbursement from Central Virginia Community College (CVCC), and that will be received at the end of the school year.

Dr. Smith also noted the following items regarding expenditures:

- a) The \$10,000 in the communications line will be used mostly for software licenses. Many licenses are for multiple years, and this year the Governor's School will need to renew several licenses.
- b) The leases and & rentals line item will be used for the rent payment to LCS starting in the spring of 2017.
- c) The capital outlay line item shows a balance of approximately -\$91,000. This is the line item used to purchase items already approved by the Board to be paid for with the fund balance.

5. Fund balance purchase approval requests

The CVGS fund balance totaled \$296,709.86 as of June 30, 2016, with approximately \$130,000 still encumbered. Some payments were not processed prior to the close of FY16 due to the timing of the move and the date of delivery of several items.

Dr. Smith requests an amount not to exceed \$14,000 for microscopes and cameras. Mrs. Douglass has already purchased one compound microscope with a camera for use in the Human Anatomy and Physiology course. After learning more about the equipment, she believes four more are needed to allow students the maximum benefit during lab time.

Mr. Smith made a motion to approve the purchase of four additional compound microscopes and cameras as requested; Dr. Hicks seconded the motion, and it was approved by the Board.

6. Items of Information

A. Recent Events

- i. The Governor's School was open on Saturday, September 10, 2016, and Saturday, October 15, 2016.
- ii. The Foundation Board met on Wednesday, September 21, 2016.
- iii. Bridge project testing occurred on Friday, September 16, 2016, at the Governor's School.
- iv. Parent Teacher Conferences were held on Tuesday, October 18, 2016, and Wednesday, October 26, 2016. Approximately 25 families attended conferences. If a student earns a C or lower, teachers make a parent contact prior to conferences.

- v. The School Advisory Board met on October 20, 2016. This board consists of middle and high school counselors and the CVGS division advocates. Dr. Smith talked with Board members about changes in local math course sequences. More than half of the incoming juniors have already taken pre-calculus in 10th grade. If an incoming student has earned a high B or low A in pre-calculus in 10th grade, he or she may wish to take the CVGS pre-calculus. This is because the CVGS dual enrollment pre-calculus is a more rigorous course sequence than that provided in the home high schools, and a firm foundation in pre-calculus is a key to success in Calculus I. Additionally, in 2015-16, in response to the number of incoming juniors who were requesting Calculus, CVGS modified the junior offering from a Calculus I/II sequence to a full year of Calculus I with only an introduction to Calculus II, and our juniors have responded positively to this change. As a side note, this year two CVGS juniors are taking the highest level math class offered at CVGS, Calculus II/III.
- vi. Members of the Bedford County School Board toured the new CVGS building on October 26, 2016.

B. Upcoming Events

- i. Governing Board members are invited to the Donor Recognition Reception on Saturday, November 12, 2016, from 1-3 pm.
- ii. The Human Anatomy & Physiology class will be returning to the cadaver lab at Lynchburg College on November 15, 2016.
- iii. High School promotional visits begin this month with Appomattox, Jefferson Forest, and Rustburg on the schedule.
- iv. Dunbar, Linkhorne, and Sandusky Middle School tours are scheduled this month.
- v. All juniors will participate in the egg drop competition on November 17, 2016. Board members are invited to attend at 9:15 am.
- vi. The Governor's School will be open on Saturday, December 3, 2016, for those students who would like extra help or additional lab time.

7. Items from the Board

As there were no further items from the Board, Mr. Smith made a motion to adjourn at 1:37 pm; Ms. Poore seconded the motion, and the Board approved.

**Next Governing Board meeting is scheduled for
Wednesday, December 7, 2016, at 1:00 pm.**

DATE - 10/31/16
 TIME - 13:52:22
 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
REVENUE ACCOUNTS					
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-
REVENUE ACCOUNTS	1,085,950.00-	573,400.00-	573,400.00-	.00	512,550.00-
EXPENSE ACCOUNTS					
8.1100.304.1120.400.715 SALARIES-INSTRUCTIONAL	397,630.00	101,581.36	101,581.36	287,033.12	9,015.52
8.1100.304.1520.400.715 SALARIES-SUBSTITUTES	5,000.00	1,686.00	1,686.00	.00	3,314.00
8.1100.304.1620.400.715 SALARIES - SUPPLEMENTAL	26,390.00	7,463.88	7,463.88	20,710.02	1,783.90-
8.1100.304.2100.400.715 FICA	32,820.00	8,080.05	8,080.05	22,369.80	2,370.15
8.1100.304.2211.400.715 VRS PROFESSIONAL	62,161.00	17,180.86	17,180.86	48,699.62	3,719.48-
8.1100.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN	32,500.00	8,130.54	8,130.54	23,577.30	792.16
8.1100.304.2330.400.715 DENTAL INSURANCE	2,184.00	420.00	420.00	1,260.00	504.00
8.1100.304.2340.400.715 VISION INSURANCE	176.00	25.92	25.92	77.76	72.32
8.1100.304.2411.400.715 GROUP LIFE - PROFESSIONAL	5,046.00	1,535.32	1,535.32	4,351.88	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	1,300.92	1,300.92	3,687.48	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	3,219.35	3,219.35	124,000.00	67,780.65
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	703.13	703.13	1,878.00	418.87
8.1410.304.1126.400.715 SALARIES-PRINCIPALS	53,133.00	17,710.88	17,710.88	35,421.76	.36
8.1410.304.1150.400.715 SALARIES-CLERICAL	32,615.00	10,655.76	10,655.76	21,311.52	647.72
8.1410.304.1620.400.715 SALARIES - SUPPLEMENTAL	5,000.00	1,458.38	1,458.38	3,541.78	.16-
8.1410.304.2100.400.715 FICA	6,560.00	2,178.30	2,178.30	4,404.42	22.72-
8.1410.304.2211.400.715 VRS PROFESSIONAL	12,571.00	4,158.56	4,158.56	8,317.12	95.32
8.1410.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN	7,500.00	2,526.88	2,526.88	5,053.76	80.64-
8.1410.304.2330.400.715 DENTAL INSURANCE	504.00	112.00	112.00	224.00	168.00
8.1410.304.2340.400.715 VISION INSURANCE	38.00	8.96	8.96	17.92	11.12
8.1410.304.2411.400.715 GROUP LIFE - PROFESSIONAL	1,020.00	371.60	371.60	743.20	94.80-
8.1410.304.2750.400.715 RETIREE HEALTH CARE CRDT	952.00	314.80	314.80	629.60	7.60
8.1410.304.3000.400.715 PURCHASED SERVICES	3,000.00	262.50	262.50	100.00	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	.00	7,616.19-

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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	8,276.68	8,276.68	16,625.28	535.04
8.4200.304.1280.400.715 OT - LABORERS	1,000.00	171.00	171.00	.00	829.00
8.4200.304.2100.400.715 FICA	2,022.00	557.83	557.83	1,093.76	370.41
8.4200.304.2212.400.715 VRS NON-PROFESSIONAL	1,809.00	521.20	521.20	1,048.48	239.32
8.4200.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN	5,000.00	1,713.84	1,713.84	3,447.52	161.36-
8.4200.304.2330.400.715 DENTAL INSURANCE	168.00	112.00	112.00	224.00	168.00-
8.4200.304.2412.400.715 GROUP LIFE - NON-PROF	336.00	108.88	108.88	219.04	8.08
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	35,149.79	35,149.79	.00	10,555.21
EXPENSE ACCOUNTS	1,085,950.00	367,907.02	367,907.02	642,600.04	75,442.94
REPORT TOTAL	.00	205,492.98-	205,492.98-	642,600.04	437,107.06-
