

ROANOKE VALLEY GOVERNOR'S SCHOOL Regional Board Meeting Agenda

Monday, April 23, 2018
Roanoke Valley Governor's School Lecture Hall
2104 Grandin Road, SW
6:30 p.m.

1. Call to Order and Roll Call	Mark Cathey, Chairman
2. Approval of Agenda	Board
3. Approval of February 5 Meeting Minutes	Board
4. 2017-18 Budget Update	Mr. Levy
5. 2018-19 Budget Adoption	Mr. Levy
6. Director's Report	Mr. Levy
7. Board Discussion Items	Board
8. Superintendents' Discussion Items	Superintendents
9. Next Meeting - Monday, June 11, 2018	
10. Adjournment	Chairman

Roanoke Valley Governor's School Regional Board Minutes of February 5, 2018 Organization Meeting

The Roanoke Valley Governor's School Regional Board met on Monday, February 5, 2018, at 6:30 p.m. in the Roanoke Valley Governor's School Lecture Hall. The following Board members were present:

Mr. Mark Cathey Roanoke City Chairman
Mr. Jason Johnson Bedford County Vice Chairman

Dr. Michael Chiglinsky Salem City

Mrs. Michelle Crook Botetourt County
Mr. Patrick Myers Craig County
Mrs. Julie Nix Franklin County
Mr. Mike Wray Roanoke County

Also present were Dr. Rita Bishop, representing the Committee of Superintendents; Governor's School Director, Mark Levy; Clerk, Cindy Poulton; Deputy Clerk, Paula Buch; Franklin County Schools Superintendent, Dr. Mark Church; Roanoke County Schools Superintendent, Dr. Greg Killough; and Dawn Verhoeff, Bedford County Schools' Science, Foreign Language and Gifted Supervisor.

Call to Order

Mr. Cathey called the meeting to order at 6:30 p.m. He welcomed Mrs. Crook to her first meeting as Botetourt County's representative on the Board.

Recognition of Former Chairwoman

Mr. Cathey recognized former Board Chair Ruth Wallace for her dedicated service as a member of the Roanoke Valley Governor's School Regional Board since its establishment in late 2010. He expressed appreciation to Mrs. Wallace for her leadership as Vice Chair in 2012 and 2013 and as Chairwoman in 2014, 2015, 2016 and 2017. On behalf of the Board members and everyone at the Roanoke Valley Governor's School, Mr. Cathey extended best wishes to Mrs. Wallace in her future endeavors and expressed sincere appreciation on behalf of the students at the Roanoke Valley Governor's School for her support.

Approval of Agenda

On motion by Dr. Chiglinsky and Mrs. Nix, the Board unanimously approved the agenda as distributed.

Election of Chairman

Dr. Bishop opened the floor for nominations for Chairman. Dr. Chiglinsky moved the nomination of Mark Cathey. Hearing no further nominations and by unanimous vote, Mr. Cathey was elected Chairman for 2018.

Election of Vice Chairman

Mr. Cathey opened the floor for nominations for Vice Chairman. Dr. Chiglinsky moved the nomination of Jason Johnson. Hearing no further nominations and by unanimous vote, Mr. Johnson was elected Vice Chairman for 2018.

Election of Clerk and Deputy Clerk

On motion by Dr. Chiglinsky and Mrs. Nix, the Board unanimously approved the appointment of Cindy Poulton as Clerk and Paula Buch as Deputy Clerk for 2018.

Approval of Personnel List

On motion by Dr. Chiglinsky and Mrs. Crook, the Board unanimously approved the personnel list as distributed.

Approval of October 23, 2017 Meeting Minutes

On motion by Mrs. Nix and Mr. Johnson, the Board unanimously approved the minutes of the October 23, 2017 meeting as distributed.

2017-18 Budget Update and Financial Report

Relative to the 2017-18 budget, Mr. Levy provided, for the benefit of new Board members, an historical overview of Governor's School operations for 2017-18 to date as compared to 2016-17. Mr. Levy stated he takes very seriously his fiscal responsibility for the tuition revenues entrusted to him by the districts to ensure the very best educational program for students. Mr. Levy pointed out that State revenues declined due to a decrease in student enrollment, and current expenditures are consistent with last year. He noted the 2016-17 technology upgrade was delayed until later in the school year to ensure ample carryover funds. Mr. Levy noted a 2017-18 decrease in salary expenditures due to the turnover of more tenured staff and added that he did not expect to hire any additional staff for 2018-19.

2018-19 Preliminary Budget

Mr. Levy stated while it is early in the budget process he wanted Board members to have time to review the preliminary, conservative projections before the Board was asked to adopt the final budget. He stated while the actual State funding is unknown until a budget is approved by the General Assembly, revenues are projected to decrease as a result of a decrease in the number of students. The preliminary budget includes a State budget number that reflects average daily membership (ADM) funding at 267 students as well as tuition budgeted at \$4,715 per student. Mr. Levy noted that there are available student slots should a district be interested in increasing the number of slots it is currently allocated. Mr. Wray requested a list of slot allocations by school division.

Mr. Levy stated he is tracking which students pick up an application and who submits an application, and he would also provide this information to the Board.

Mr. Levy stated employee salaries are projected by RCPS to include a two percent salary increase; the preliminary budget reflects anticipated higher expenses due to increases in mandatory employer-paid items and health insurance. He stated utilities have been flat for two years and remain budgeted at \$57,000, debt service costs will decrease, and educational expenses will remain the same. Mr. Levy stated based on the preliminary numbers, just over \$40,000 will be needed from the unspent funds category to cover expenses in 2018-19 but will still leave the unspent funds category above the \$400,000 threshold set by the Board last year.

Mr. Levy stated at the next meeting he would provide a 2018-19 budget that contains more definitive numbers for the Board's approval.

Director's Report

Project Forum—Mr. Levy reported Project Forum went very well and students appreciated that the date was moved out one week to provide additional preparation time, which noticeably reduced student stress levels. He noted **The Roanoke Times** featured a story and WSLS provided coverage on the day of Project Forum. Mr. Levy extended kudos to Melissa Fisher for her excellent work in coordinating her first Project Forum event.

2018 Fundraising—Mr. Levy reported that prior to Project Forum the RVGS Foundation had raised \$23,000; it was expected that the silent auction donations raised during Project Forum would result in annual fundraising that exceeded the Foundation's annual goal of \$25,000. Mr. Levy stated the donations would support the purchase of Universal Structural Testing equipment.

Atomic Force Microscope—Mr. Levy reminded the Board members of the 2017 purchase of the Atomic Force Microscope for student research noting the purchase has proven effective and impactful for students with well over 10 million data points generated.

Shelly STEM Challenge—Mr. Levy stated the second annual Shelly STEM challenge, which is a tribute to Governor's School founding director Dr. Richard Shelly, was held on November 11 in collaboration with General Electric. He stated students were challenged to build a small wind turbine with materials provided by GE, and he was very proud of how well the students performed.

Community Outreach—Mr. Levy stated he had identified several middle schools across the seven divisions where the number of applications to the Governor's School was small. During the recruitment season these schools were targeted for personal visits from Mr. Divers, Mr. Holt or Mr. Levy for the purpose of building relationships and increasing student interest. He noted the students participated in a hands-on activity and students seemed receptive to the opportunity to learn more about the program. Mr. Levy stated he realizes there will not be equal distribution of students between the districts but he is committed to equity of access through targeted efforts to increase

awareness and application rates in under-represented areas. He extended appreciation for the fair assessment of applications across divisions and asked Board members to promote equity of access as well as support efforts to confront and combat misperceptions about accepted students. Mr. Levy stated using the common terminology "equity of access" represents that while there may be more students from one district versus another, it is not a function of how the decision is made. He asked that he be informed if a district feels more is needed for their students. Mr. Johnson asked how Mr. Levy would describe the profile of a Governor's School student. Mr. Levy responded "a student who is interested in mathematics and science, is dedicated to their studies, and is excited about learning." He added it is important for the student to have the ability but it is also about desire and interest. Mr. Cathey expressed appreciation for Mr. Levy's efforts noting there will be students who are qualified but their parents have never heard about the program and it then rests with the teachers to help motivate the students to apply.

Recruitment—Mr. Levy stated recruitment for 2018-19 concluded in January; he stated the informational meetings were well attended, and he was most pleased with the heavy turnout in Franklin County where it was standing room only. Mr. Levy stated he would also share with the Board the data around who attended the informational sessions.

Curriculum and Staff Updates—Mr. Levy stated the Python programming elective approved last year is going well, engineering electives were updated, and a dual enrollment option for AP Statistics was added. He noted next year, with the support of the superintendents, there is a need for weighting all electives after the first year Fundamentals of Research course. Mr. Levy stated the four new staff members are valuable, contributing faculty members and have contributed positively to staff dynamics.

Discussion by Board Members

Mr. Johnson requested a list of Project Forum winners.

Dr. Chiglinsky expressed appreciation to Mr. Levy and the Governor's School staff for taking an approach to educate the whole child and helping them develop a skill set that prepares them for college.

Next Meeting

The next meeting of the Roanoke Valley Governor's School Regional Board is Monday, April 23, 2018 at 6:30 p.m.

Adjournment

The Chairman adjourned the meeting at 7:19 p.m.

Mark K. Cathey, Chairman

Cindy H. Poulton, Clerk



oanoke Valley Governor's School RVGS OPER		RATING PUGS COLUMN		ng Updated FY2018		T/4T 40		
Roanoke Valley Governor's School		K V GS OF	EKATING	RVGS Operating	Updated FY2018		FY 17 -18	
Carryforward from Prior Years:	536,232	YTD 11.06.17	YTD 01.26.18	YTD 04.10.18				
Carrylorward from Prior feats:	530,232	110 11.00.17	110 01.20.18	110 04.10.16				
Localities Contributions (Tuition) 33802/72000	1,268,335	247,066	695,934	819,467				
Commonwealth of VA 32229	451,038	247,000	144,715	258,981				
VPSA funding for Technology	26,000	-	211,7120					
Revenue Excluding carry forward	1,745,373	247,066	840,649	1,078,448	-	-	_	-
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	Budget 17-18	YTD 11.06.17	YTD 01.26.18	YTD 04.10.18				
Teaching Staff	613,919	156,641	304,280	451,530				
Counselor	61,478	19,561	33,533	47,506				
Principal	86,976	29,234	47,506	65,777				
Supplements	22,607	9,447	10,977	17,529				
Clerical	47,997	14,427	23,395	32,656				
Custodial	33,111	10,738	17,332	23,975				
Cubiculai	33,222	==,:==	2.7552					
EROP								
Salary Subtotal:	866,087	240,050	437,023	638,973	-	-	-	-
·	Budget 17-18	YTD 11.06.17	YTD 01.26.18	YTD 04.10.18				
Retirement -HIC	8,660.87	2,647	4,956	7,266		ĺ		
Social Security	66,255.67	17,845	32,401	47,402				
VRS	143,600.46	36,608	68,181	99,755				
Health Insurance	219,570	42,812	86,678	133,960				
Group Life	-	2,957	5,503	8,049				
Terminal Pay	-	-						
	Budget 17-18	YTD 11.06.17	YTD 01.26.18	YTD 04.10.18				
Purchased Services		5,802	6,382	7,340				
Utilities	57,000	11,781	25,436	36,353				
Mileage, Conferences/Education		2,425	4,089	4,886				
Field Trips/Student Presentations			1,025	1,025				
Office Supplies		6,099	7,846	12,207				
Rep and Maintenance	12,000	765	2,110	2,118				
Books and Subscriptions		7,198	7,479	20,813				
Educational and Rec supplies	195,994	22,615	43,798	51,200				
Other Op Supplies		136	246	632				
	Budget 17-18	YTD 11.06.17	YTD 01.26.18	YTD 04.10.18				
Equipment		8,901	52,258	52,247				
Additional Data Equipment		12,836						
5.1.	Budget 17-18	YTD 11.06.17	YTD 01.26.18	YTD 04.10.18				
Debt service	192,971	169,183	192,971	192,971				
Total Expense	1,762,139	590,660	978,382	1,317,195	-	-		
. Cta. Expense	2,7 02,133	330,000	370,332	2,017,133				
Reduction of carry forward balance:								
	Budget 17-18	YTD 11.06.17	YTD 01.26.18	YTD 04.10.18				
Net revenue over expense excluding carryover		(343,594)			-	-	-	-
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Net revenue over expense excluding carryover

Prior year for reference purposes		RVGS OF	PERATING	RVGS Operating	Updated FY2017		FY 16 -17
Carryforward from Prior Years:	457,295						
Localities Contributions (Tuition)	1,250,850		687,270	872,805	1,183,425	1,250,850	
Commonwealth of VA	466,810	61,845		182,297	319,020	455,743	
VPSA funding for Technology	26,000		26,000	26,000	26,000	26,000	
VASS Grant Reimbursement							
Reserve Fund Rebate							
Revenue Excluding carry forward	1,743,660	61,845	713,270	1,081,102	1,528,445	1,732,593	-
	Budget 16-17	YTD 10.07.16	YTD 01.18.17	YTD 04.25.17	YTD 05.24.17	YTD Ending FY17	
Teaching Staff	609,976	101,406	310,677	490,017	549,772	609,526	
Counselor	60,381	13,723	32,935	49,403	54,892	60,381	
Principal	94,398	30,453	55,320	76,666	83,831	94,580	
Supplements	22,607	6,310	8,444	16,648	16,648	19,548	
Clerical	47,155	11,044	23,707	34,366	37,883	43,163	
Custodial	34,701	8,189	17,348	25,241	27,827	31,708	
EROP							
Salary Subtotal:	869,218	171,125	448,431	692,340	770,853	858,906	-
	Budget 16-17						
Retirement -HIC	8,692	1,658	4,588	7,100	7,938	8,835	
Social Security	66,495	13,705	33,862	51,777	57,535	64,023	
VRS	129,572	22,895	62,765	96,943	108,344	120,707	
Health Insurance	206,163	28,905	99,030	153,077	171,113	189,293	
Group Life	-	2,058	5,635	8,701	9,723	10,833	
Terminal Pay	13,457	13,457	13,457	13,457	13,457	13,457	
	Budget 16-17						
Purchased Services		1,131	3,472	5,357	5,438	5,446	
Utilities	57,000	13,055	29,863	41,313	44,948	49,280	
Mileage, Conferences/Education		1,454	2,678	2,678	2,678	2,678	
Field Trips/Student Presentations		-	2,098	5,247	9,292	8,093	
Office Supplies		2,565	5,041	11,949	12,789	13,231	
Rep and Maintenance	12,000	3,558	7,601	10,683	10,954	812	
Books and Subscriptions		578	906	985	4,856	4,870	
Educational and Rec supplies	180,780	17,081	34,987	44,985	45,096	45,069	
Other Op Supplies		15	15	97	97	97	
	Budget 16-17						
Equipment		1,145	1,757	49,782	49,782	49,782	
Additional Data Equipment					6,898	-	
	Budget 16-17						
Debt service	200,283	186,100	200,283	200,283	200,283	200,283	
Total Expense	1,743,660	480,485	0E6 470	1 206 755	1 522 074	1,645,697	_
i otal Expelise	1,/43,000	400,465	956,470	1,396,755	1,532,074	1,043,09/	-
Reduction of carry forward balance	-a-						
Reduction of Carry for Ward Dalance	Budget 16-17						
	Budget 10-17						

(243,200)

(315,653)

(3,629)

86,896

(418,640)

Roanoke Valley Governor's School Proposed 2018-2019 Budget

INCOME		
Tuition Commonwealth of Virginia VPSA funding for technology		4715 x 267 students * ** House projection: \$429,177; Senate Projection: \$465,520
Total Income	1,714,082	
		* Updated slot allotments ** Projecting four fewer students than allotment total ** Funding model not finalized by General Assembly
EXPENSES		
Salaries and stipends	885,205	Projected based on current staff and pay scale
Mandatory Employer Paid Items	218,964	VRS employer share and FICA
Health Insurance	198,440	10% increase for the second half of the school year
Utilities	57,000	
Debt Service -building addition, roof replacement	183,180	
Maintenance and Repair	12,000	
Educational Expenses	225,000	includes classroom and lab supplies, books and subscriptions, equipment, technology, field trips, science fairs, office supplies, copier, conferences and mileage, purchased services
Total Expenses	1,779,789	
UNSPENT FUNDS		

65,707

490,462 Includes 2017-18 budgeted unspent funds expenditures

424,755 Includes 2018-19 budgeted unspent funds expenditures

Updated 4/9/2018

Unspent Funds Balance

Expenditures from unspent funds

Projected unspent funds end of year

Prior approved budget provided for reference purposes

Roanoke Valley Governor's School Budget 2017-18

INCOME		
Tuition	1,268,335	\$4715 x 269 students
Commonwealth of Virginia	451,040	Projected based on 262 students
VPSA funding for technology	26,000	
TOTAL INCOME	1,745,375	Originally budgeted: 1,762,140

Educational Expenses	225,000	
		includes classroom and lab supplies, books and subscriptions, equipment, technology, field trips, science fairs, office supplies, copier, conferences and mileage, purchased services
Maintenance and Repair	12,000	
Debt Service	192,971	
Utilities	57,000	
Health Insurance	219,570	Projection based on current staff
Mandatory Employer Paid Items	218,517	VRS employer share and FICA
Salaries and stipends	866,087	Projection based on current staff

UNSPENT FUND Balance	
Unspent funds start of year	423,715
Expenditures from unspent funds	45,770
End of Year Projected Unspent Balance	377,945

Some equipment/technology expenses were delayed from FY2017 Educational Expense line to mitigate possible budget impacts.