



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

DRAFT

Roanoke Valley Governor's School Proposed 2018-2019 Budget

INCOME		
Tuition	1,258,905	4715 x 267 students *
Commonwealth of Virginia	429,177	** House projection: \$429,177; Senate Projection: \$465,520
VPSA funding for technology	26,000	
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		
Unspent Funds Balance	490,462	Includes 2017-18 budgeted unspent funds expenditures
Expenditures from unspent funds	65,707	
Projected unspent funds end of year	424,755	Includes 2018-19 budgeted unspent funds expenditures

Updated 4/9/2018

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

EXPENSES

Salaries and stipends	866,087	Projection based on current staff
Mandatory Employer Paid Items	218,517	VRS employer share and FICA
Health Insurance	219,570	Projection based on current staff
Utilities	57,000	
Debt Service	192,971	
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	1,791,145	

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.