**Roanoke Valley Governor’s School Regional Board  
Minutes of February 4, 2019 Meeting - DRAFT**

The Roanoke Valley Governor’s School Regional Board met on Monday, February 4, 2019, 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   
Mrs. Julie Nix Franklin County  
Mr. Mike Wray Roanoke County

Absent: Mr. Patrick Myers, Craig 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; and Roanoke County Superintendent Dr. Ken Nicely.

Call to Order

Mr. Cathey called the meeting to order at 6:32 p.m. and welcomed all in attendance.

Approval of Agenda

On motion by Mr. Wray and Mrs. Nix, the Board unanimously approved the agenda as distributed.

Election of Chairman and Vice Chairman

Dr. Bishop opened the floor for nominations for Chairman. Dr. Chiglinsky moved the nomination of Mr. Cathey as Chairman and Mr. Johnson as Vice Chairman. Hearing no further nominations, nominations were closed. By unanimous vote, Mr. Cathey was elected Chairman for 2019.

Mr. Cathey stated there is a nomination on the floor for Mr. Johnson to serve as Vice Chairman. Hearing no further nominations, nominations were closed. By unanimous vote, Mr. Johnson was elected Vice Chairman for 2019.

Approval of Personnel List

On motion by Mrs. Nix and Mrs. Crook, the Board unanimously approved the personnel list as distributed appointing Cindy Poulton as Clerk and Paula Buch as Deputy Clerk for 2019.

Approval of October 22, 2018 Meeting Minutes

Mr. Cathey noted the October meeting was the first meeting in the history of the Regional Board where a quorum was not present. He stated there was no action taken during the meeting.

On motion by Mr. Johnson and Dr. Chiglinsky, the Board unanimously approved the minutes as distributed.

2019 Meeting Calendar

Mr. Cathey stated because of the NSBA Annual Conference in Philadelphia on March 30-April 1, he recommended another date in April be scheduled for the Board’s next meeting and recommended the proposed 2019 calendar be revised. Following discussion, Board members concurred to move the date to April 22 instead of April 1 as initially proposed.

On motion by Mr. Cathey and Mrs. Crooks, the Board approved to amend the proposed meeting calendar to reflect April 22 as the next meeting date.

On motion by Dr. Chiglinsky and Mrs. Nix, the Board approved the adoption of the amended 2019 Meeting Calendar reflecting future meetings dates as follows:

April 22, 2019   
June 3, 2019   
October 7, 2019

2018-19 Operating Budget Update and Financial Report

Mr. Levy reviewed the current operating budget in comparison to the prior year for the same timeframe noting the budgets are closely matched except on the revenue side where payments from the State as well as division tuition payments are lagging. He stated this is not unusual and he expects it is more a timing issue.

Mr. Levy reviewed plans to update the physics classroom, formerly a chemistry lab, this summer by resurfacing the tables and removing several items such as the chemical shower and fume hood. He stated the RCPS maintenance staff would handle the upgrade, and he would pay for the upgrade using a portion of budgeted funds from the maintenance category with any overages coming from the educational expenses category. Mr. Levy stated even though the funds are within budget, he wanted to keep the Board apprised of the plans as it is an expenditure on the building.

2019-20 Preliminary Budget

Mr. Levy reviewed the preliminary FY20 Budget as compared to the current budget noting the Board would approve the FY20 Budget at its April meeting. He stated preliminary figures are based on the Governor’s proposed budget and he projects 264 students (compared to 267 in FY19) as there are divisions that are re-evaluating their number of slots for the upcoming year. Mr. Levy stated projected salaries and stipends are based on current staff, and pay scales and adjustments may be needed based on the final State budget if additional money for teacher salaries is approved. Mr. Levy stated on the expenditure side salaries/stipends, mandatory employer-paid items, and health insurance are costs that are out of his control; projected expenditures for utilities, maintenance and repair, and educational expenses remain flat, and debt service declines in FY20. He stated his desire to refurbish another classroom in FY20 from the maintenance fund and noted he would re-evaluate the plans if the projected cost exceeded available funds. Mr. Levy stressed that he is not interested in requesting additional funds or incurring additional debt for the project.

Mr. Levy stated the preliminary projections require the Board to approve a deficit budget, which results in the projected unspent funds at year-end being closer to $400,000. He stated he did not expect there to be a tuition increase in the near future, and he expected better funding from the State in the next biennium.

Director’s Report

Mr. Levy stated Project Forum was very successful. He congratulated staff for their excellent work and team effort and thanked the Board members and superintendents for attending. A copy of the Project Forum program was distributed, and Mr. Levy described the student projects that were displayed in the Lecture Hall. He highlighted those projects where students had used the School’s new 3D printer, structural testing machine, and atomic force microscope. Mr. Levy stated that in addition to the projects, many students also had artwork on display and it was amazing to see their creativity.

Mr. Levy reported the 2019 annual appeal exceeded $35,000 and he recognized the efforts of the Governor’s School Foundation to support the students.

Mr. Levy reported on community outreach efforts highlighting his visits with the school boards, the senior trip to the Salem GE plant, tours and presentations to prospective students, and the continued commitment to equity of access for all students in the region.

Mr. Levy stated students who are struggling are constantly monitored and assistance provided as needed. He stated a student sleep survey was conducted and plans to improve developed. Mr. Levy stated technology is a problem, and students were asked to sign a pledge that they would not use technology after 11:00 p.m. Fifty percent of the students signed the pledge and now receive a message at 11:00 p.m. reminding them to turn off their phone and get some sleep. Mr. Levy stated summer tutoring is provided for students on probation, and there has been a lecture and book study with Dr. McGuire on time management and study strategies.

Mr. Levy reported recruitment for 2019-20 was completed in January; the meetings went smoothly and families were enthusiastic. Information has been provided to each district regarding meeting attendance and application distribution.

Mr. Levy stated freshmen class sizes are a little larger than preferred, and current staffing is 1.5 staff members less than pre-2010 staff. He added he would like to find a way to address this because of the impact on students at the freshmen level.

Mr. Levy again mentioned the additional International Science and Engineering Fair (ISEF) slot because of the sponsorship from Appalachian Power, Novozymes, and the Foundation. He stated ISEF policy states that students are not to pay to participate in the fair and the sponsorships cover the significant expense for the student.

Mr. Levy asked Board members to add to their calendar the Senior Dinner on May 6 at the Hotel Roanoke.

Board Discussion Items

**School Division Calendars**—Dr. Bishop stated she is very aware of the challenges for the varying division school calendars and the obstacles faced by divisions in setting a calendar. She stated RCPS cannot open as early in August as other divisions because of the Division’s summer program. Mr. Levy added because there are so many districts that open earlier than RCPS and thus close two to three weeks earlier than RCPS, the impact falls on students and teachers to complete work and issue grades early. He noted that he would like divisions to consider working more collaboratively to develop division calendars. Dr. Bishop noted that RCPS would approve a two-year calendar beginning in 2019-20.

**Air Force Junior ROTC**—Mr. Wray thanked Dr. Bishop for allowing the County to collaborate with the City in order to maintain the County’s program.

Superintendents’ Items

Dr. Nicely stated he had a great time at Project Forum and marveled at the students’ presentation skills; he expressed appreciation for the opportunities provided to students by the Roanoke Valley Governor’s School.

Next Meeting

The next meeting is Monday, April 22, 2019 at 6:30 p.m.

Adjournment

The Chairman adjourned the meeting at 7:32 p.m.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Mark K. Cathey, Chairman

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Cindy H. Poulton, Clerk