

## **DRAFT**

### **Roanoke Valley Governor's School Regional Board Minutes of February 6, 2017 Organization Meeting**

The Roanoke Valley Governor's School Regional Board met on Monday, February 6, 2017, at 6:30 p.m. in the Roanoke Valley Governor's School Lecture Hall. The following Board members were present:

|                        |                  |               |
|------------------------|------------------|---------------|
| Mrs. Ruth Wallace      | Botetourt County | Chairman      |
| Mr. Mark Cathey        | Roanoke City     | Vice Chairman |
| Mrs. Sarah Alexander   | Franklin County  |               |
| Dr. Michael Chiglinsky | Salem City       |               |
| Mr. Jason Johnson      | Bedford County   |               |
| Mr. Patrick Myers      | Craig 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; Salem City Schools Superintendent, Dr. Alan Seibert; and Dawn Verhoeff, Bedford County Schools' Science, Foreign Language and Gifted Supervisor.

#### Call to Order

Mrs. Wallace called the meeting to order at 6:30 p.m. She welcomed Mr. Wray to his first meeting as Roanoke County's representative on the Board.

#### Approval of Agenda

On motion by Mr. Cathey and Mrs. Alexander, 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 Ruth Wallace; the motion was seconded by Mrs. Alexander. Hearing no further nominations, Mr. Cathey moved to close nominations; the motion was seconded by Mrs. Alexander and unanimously approved by the Board. By unanimous vote, Ruth Wallace was elected as Chairman for 2017.

#### Election of Vice Chairman

Mrs. Wallace opened the floor for nominations for Vice Chairman. Mrs. Alexander moved the nomination of Mr. Cathey; the motion was seconded by Dr. Chiglinsky. Hearing no further nominations, nominations were closed. The Board unanimously approved the motion to elect Mark Cathey as Vice Chairman for 2017.

### Election of Clerk and Deputy Clerk and Approval of Personnel List

On motion by Dr. Chiglinsky and Mrs. Alexander, the Board unanimously approved the appointment of Cindy Poulton as Clerk and Paula Buch as Deputy Clerk for 2017 and approved the personnel list as distributed.

### Approval of October 24, 2016 Meeting Minutes

On motion by Mr. Cathey and Mrs. Alexander, the Board unanimously approved the minutes of the October 24, 2016 meeting as distributed.

### 2016-17 Budget Update and Financial Report

Mr. Levy stated the budget is progressing as planned and there is no expectation that it will not be maintained through the remainder of the year. He stated based on current numbers the use of unspent funds is budgeted at \$33,580 leaving \$423,715 in the unspent funds category for the 2017-18 school year.

Mr. Wray asked if there was legislation that could impact the budget, and Mr. Levy stated this was an excellent segue to the preview of the 2017-18 Budget.

### 2017-18 Preliminary Budget

Mr. Levy stated it is very early in the budget process, the actual State funding is unknown at this time, and revenues are essentially flat. He noted the preliminary budget includes a State budget number that reflects funding at the current level for 269 students and revenues rely significantly on student tuition, which is currently budgeted at \$4,650 per student and 270 students. Mr. Levy stated the directors of the State governor's schools met and, as a group, have asked the State to continue to provide support at the current level in hopes of derailing any lobbying efforts to change the funding process.

Mr. Levy stated while employee salaries are somewhat lower, the preliminary budget reflects anticipated higher expenses due to increases in mandatory employer-paid items and health insurance. He stated there are reductions in debt service costs while utilities, maintenance/repair and educational expenses 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 2017-18 bringing the unspent funds balance to \$383,376 for the 2018-19 school year. He added that setting a "basement" for the unspent funds at \$400,000 would provide a solid line to guide the Board when tuition numbers need to be adjusted while providing coverage for unavoidable expenses. He stated in order to achieve the \$400,000 minimum amount, a tuition increase of \$62 per student is needed. Mr. Levy reminded Board members that there had not been a tuition increase since 2013-14. Mrs. Alexander asked if Mr. Levy was comfortable with \$400,000; Mr. Levy stated he was comfortable maintaining the unspent funds at \$400,000 and given the uncertainty of the budget, he did not see the need to raise

tuition more than what was needed. Mr. Johnson asked “why \$400,000,” to which Mr. Levy stated this number had been discussed previously and while not tied to a percentage or fraction of the budget, it provides a good buffer, would allow the Governor's School to maintain salaries, and would not require a significant tuition increase. Mr. Wray asked if there was an avenue for increased revenues through additional student slots; Mr. Levy stated he would welcome a discussion with any of the superintendents who were interested in increasing the number of student slots for their district. Mr. Wray added that he liked the idea of having the set amount for unspent funds for emergencies, and if the County added five or six student slots, it would make up some of the shortfall.

On motion by Dr. Chiglinsky and Mrs. Alexander, the Board unanimously approved maintaining a balance of \$400,000 in the unspent funds category to provide guidance for any tuition increase as well as cover any unplanned expenses.

Mr. Levy stated at the Board's next meeting he would provide a budget with more realistic numbers.

#### Director's Report

Mr. Levy reported Project Forum went very well—students did well, were excited, worked hard, and were very proud of their work; many projects will proceed to the district's science fair and likely the March regionals. The Roanoke Times included a feature story in the January 29 edition. He noted the silent auction included a student art show that highlighted additional student talents, the tabulation of fundraising efforts continues and appears to be close to the \$25,000 goal, and a group of parents is focused on fundraising with businesses.

Mr. Levy stated he was able to negotiate with the vendor for the Atomic Force Microscope (AFM) for a \$15,000 discount as the Governor's School would be the first high school to purchase an AFM from this vendor and would serve as a partner pioneer for other agencies to visit and observe. Mr. Levy stated the Governor's School Foundation would provide \$14,000 raised during last year's fundraiser and he would identify funds in the current budget in order to have the AFM in the building before the end of this school year. He noted the revised purchase price (\$32,308.40) includes one week of training in July for two staff members so staff knows how to repair the microscope. Mr. Levy stated the goal is to ensure the microscope is available to as many students as possible and courses will be offered with that goal in mind.

Mr. Levy stated the inaugural Shelly STEM challenge, a tribute to founding director Dr. Richard Shelly, was held on December 3 in partnership with the Western Virginia Water Authority; the event was most successful, with positive media coverage, and the freshmen team won the event. He stated another challenge is planned toward the end of the school year.

Mr. Levy stated one of his goals is to enhance community outreach and collaboration, and he recently served on a STEM panel hosted by the RBTC for technology business leaders in the region. Additionally, he has arranged a joint event on March 1 with staff from the Governor's School and the Virginia Tech/Carilion Research Institute to foster new opportunities and expand student mentorship. Mr. Levy stated he will attend a STEM night at Cave Spring Elementary and participate in a robotics exhibition at the South Roanoke County Library.

Mr. Levy stated he has and will continue to attend every informational meeting scheduled to recruit students for the upcoming year. He added that he fell in love with the Roanoke Valley Governor's School when he heard Dr. Shelly talk about the school and believes it is important for him to be in front of potential parents and students.

Mr. Levy stated efforts are underway to refine elective offerings to better reflect what students need; a Python coding elective will be added to serve students interested in computer science careers; and a more cohesive engineering sequence and additional technology experiences in Physics courses will be created.

#### Next Meeting

The next meeting of the Roanoke Valley Governor's School Regional Board is Monday, April 3, 2017 at 6:30 p.m.

#### Adjournment

The Chairman adjourned the meeting at 7:07 p.m.

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Ruth E. Wallace, Chairman

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Cindy H. Poulton, Clerk