

## **MEETING MINUTES OF THE CATEC CENTER BOARD**

**August 16, 2011**

At 6:03 p.m., Mrs. Diantha McKeel called to order the meeting of the CATEC Center Board.

**BOARD MEMBERS PRESENT:** Mrs. Diantha McKeel, Mr. Steve Koleszar, Mr. Ned Michie, and Mrs. Leah Puryear.

**BOARD MEMBERS ABSENT:** Mrs. Pam Moynihan and Mrs. Llezelle Dugger.

**STAFF MEMBERS PRESENT:** Mr. Adam Hastings, Director; Mr. Michael Mountjoy, Assistant Principal; and Ms. Leslie Chisholm, Administrative Assistant/Clerk.

**OTHERS PRESENT:** Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pam Moran, Albemarle County Superintendent; Mr. Chad Ratliff, Albemarle County Assistant Director of Instruction and Innovation; and Ms. Lee Davis, Charlottesville City Vocational Planner.

### **AGENDA ITEM 11-37    AGENDA**

Mr. Koleszar offered a motion to approve the agenda and Mrs. Puryear seconded it. The motion passed with Mrs. Moynihan and Mrs. Dugger absent.

### **AGENDA ITEM 11-38    MINUTES**

Mr. Koleszar offered a motion to approve the minutes for the Center and Joint Board meetings on May 17, 2011 and the Center Board meeting on June 22, 2011. Mrs. Puryear seconded the motion. The motion passed with Mrs. Moynihan and Mrs. Dugger absent.

### **AGENDA ITEM: 11-39    PUBLIC COMMENTS**

There were no public comments.

### **DIRECTOR'S COMMENTS**

Mrs. McKeel welcomed Mr. Hastings. He called the Board's attention to the refreshments provided by Harvest Moon Catering Company. It is an example of CATEC developing new business partnerships and the community's involvement. He also thanked Mr. Mountjoy, Mr. Ratliff, Ms. Davis, and Ms. Chisholm for their assistance.

After some discussion, Mrs. McKeel stated that the Center Board Retreat would be at CATEC on September 20, 2011 from 5:00p.m. to 8:00p.m. Dinner will be provided as it will be a working meeting.

### **AGENDA ITEM: 11-40    FUND BALANCE**

Mr. Hastings included the last three years' worth of information in the chart which he explained to the Board as his proposed allocation of funds. He requested an update to the present technology infrastructure to accommodate and embrace a high level of technology at CATEC. Mr. Hastings

met with the County's technology personnel and received a quote from them for the work. He believes it is on the high-side and hopes to get in on existing contracts. He proposed, and explained in detail, a \$60,000 allocation to upgrade and/or replace the building's technology infrastructure needed to support all the students and staff using technology at the same time. Mr. Hastings reviewed the actual impact the work will have on operations at CATEC.

Program evaluations were discussed with the intention of procuring the appropriate equipment to attract new students by simulating real and updated work environments. The funds will be tied back to the program evaluations. Data from a variety of sources, including the Weldon Cooper Center, was reviewed. An in-depth discussion of this evaluation process will be held at the retreat. Mr. Hastings reiterated that he hoped to get the technology infrastructure issues addressed immediately so that it is in place when the students start. Mr. Koleszar offered a motion to authorize \$60,000 for a technology upgrade from the general fund reserve balance. Mr. Michie seconded the motion and it passed with Mrs. Moynihan and Mrs. Dugger absent.

**AGENDA ITEM: 11-41**      **APPROVAL OF FINANCIAL STATUS**

Mr. Hastings stated that he has looked over the last three years' statements and saw no aberrations from previous years. Mr. Koleszar offered a motion to approve the financial reports. Mr. Michie seconded it and the motion passed with Mrs. Moynihan and Mrs. Dugger absent.

**AGENDA ITEM: 11-42**      **MEETING SCHEDULE & TOPICS**

Mrs. McKeel pointed out the meeting schedule that serves as a refresher of what has already been approved. Mr. Hastings provided a list of topics, but also stated that it would be discussed further at the Retreat.

**AGENDA ITEM: 11-43**      **VRS LONG-TERM CARE INSURANCE PROGRAM**

Mrs. McKeel reminded the Board that the Albemarle County School Board approved this program as an option for its employees. The intention is for CATEC employees to have the same choice.

**AGENDA ITEM: 11-44**      **CATEC CIP UPDATE**

Mr. Hastings reviewed what has been done with regard to the Meadowcreek Parkway construction and stated that the goal is to have the entire project completed by the end of October.

**AGENDA ITEM: 11-45**      **STUDENT ATTENDANCE, DISCIPLINE, AND DEMOGRAPHICS**

This information about the students CATEC is serving has been provided to the Board in previous years. Mr. Hastings briefly explained it and a discussion about the statistics followed. He emphasized that the faculty is acutely aware of where CATEC is with respect to the students' attendance and discipline.

**AGENDA ITEM: 11-46**      **CLOSED SESSION**

Mr. Michie offered a motion that the Center Board go into a Closed Meeting as authorized by the Virginia Freedom of Information Act, section 2.2-3711 (A) of the Code of Virginia under

Subsection (1) for the purpose of discussing personnel matters. Mr. Koleszar seconded the motion and the motion passed with Mrs. Moynihan and Mrs. Dugger absent.

**Certify Closed Meeting**

Mr. Michie offered a motion that the Board certify by recorded vote that to the best of each Board member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the Closed Meeting were heard, discussed, or considered in the Closed Meeting. Mr. Koleszar seconded the motion. Roll was called and the motion passed by the following recorded votes:

AYES: Mrs. McKeel, Mr. Koleszar, Mrs. Puryear, and Mr. Michie.

NAYS: None.

ABSENT: Mrs. Moynihan and Mrs. Dugger.

The motion carried by a 4:0:2 vote.

Mr. Michie offered a motion to approve the hiring of Erica Hall, Suzanne Brown, Kate Racicot, Patrice Tisdelle, and Nancy Zappulla. Mr. Koleszar seconded the motion and it passed with Mrs. Moynihan and Mrs. Dugger absent.

**ADJOURNMENT**

Mrs. McKeel offered a motion to adjourn the meeting of the CATEC Center Board and Mrs. Puryear seconded it. The motion passed with Mrs. Moynihan and Mrs. Dugger absent.

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Chairperson

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Clerk

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Date

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Date