

MINUTES OF THE CATEC CENTER BOARD RETREAT

September 20, 2011

At 5:00 p.m., Mrs. Diantha McKeel called to order the CATEC Center Board Retreat.

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

BOARD MEMBERS ABSENT: Mrs. Pam Moynihan.

STAFF MEMBERS PRESENT: Mr. Adam Hastings, Director and Mr. Mike Mountjoy, Assistant Principal.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pam Moran, Albemarle County Superintendent; Ms. Lorna Gerome, Albemarle County Human Resources Acting Director; Ms. Mary Huffard Kegley, Albemarle County Liaison to the School Board and Superintendent; and Dr. Matt Haas, Albemarle County Executive Director for Operations & Systems Planning.

AGENDA ITEM 11-47 AGENDA

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

AGENDA ITEM: 11-48 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 issues. Mrs. Dugger seconded the motion and the motion passed with Mrs. Moynihan 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. Mrs. Dugger seconded the motion. Roll was called and the motion passed by the following recorded votes:

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

NAYS: None.

ABSENT: Mrs. Moynihan.

The motion carried by a 5:0:1 vote.

Mr. Koleszar offered a motion stating that the Director is to consult legal counsel and follow their advice on amending the personnel contracts. Mrs. Puryear seconded the motion and the motion passed with Mrs. Moynihan absent.

AGENDA ITEM: 11-49 **2011 CENTER BOARD RETREAT**

Mr. Hastings called the Board's attention to the Chamber of Commerce's Jobs Report. He explained where CATEC is now in relation to what the workforce needs are. His "take-away" from this meeting would, ideally, be to communicate to the Board CATEC's vision for the selection and evaluation process for CATEC programs. Mr. Hastings' goal is for the Board to state that the process for selecting CATEC programs is a quality process and approve the use of it. He stated that CATEC, as a team, is working to craft its mission to move CATEC into the 21st century and that CATEC is a school of excellence and choice. CATEC's current image needs to be addressed by looking at the students finishing CATEC and the workforce alignment, the success of CATEC students, and the quality of the CATEC programs. Mr. Hastings reviewed the data and supplemented the information provided in his presentation stating that the three main areas of focus will be Education and Health Services, Professional Technology, and Leisure and Hospitality.

Program Selection

The stakeholders were defined as students, businesses and workforce, base schools, and parents. What are their needs? What are the local workforce needs? Do the programs CATEC offers lead to additional training? Are there good transitions? Mr. Hastings reviewed what programs are currently offered at CATEC. How are they evaluated? How does CATEC transition from where it is now to where it wants to be? Interest was expressed for having Tim Hulbert attend a future Center Board meeting to answer workforce questions.

Program Evaluation

According to Mr. Hastings, there are four ways to evaluate CATEC programs:

1. CATEC's partnership with community colleges
2. Student Performance
3. Legitimate industry certification and program completion
4. Post-high school tracking

Mr. Hastings proposed several options to the Board and they responded with their thoughts/insights/questions. This was done with a goal for Mr. Hastings to develop an understanding of the Board's decision-making processes.

Programming Options proposed:

1. On-line Learning
2. STEM (Science, Technology, Engineering, and Mathematics) programs
3. Students with disabilities; GED and Workforce Prep

Mr. Hastings noted that, between now and the next meeting, the CATEC staff will, using the evaluation process, review the current programs and make recommendations about current and new courses. He will, then, put together a marketing plan and a Program of Studies for the next school year (and for the next three years) highlighting where CATEC is now and where it wants to go. What CATEC is, and how to communicate that brand to the community, is part of the initial work.

ADJOURNMENT

At 7:40 p.m., Mrs. McKeel adjourned the meeting of the CATEC Center Board Retreat.

Chairperson

Clerk

Date

Date