

MEETING MINUTES OF THE CATEC CENTER BOARD

October 18, 2011

At 5:01 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, Mrs. Llezelle Dugger, Mrs. Leah Puryear, and Mrs. Pam Moynihan (arrived at 5:10p.m.).

BOARD MEMBERS ABSENT:

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 11-50 AGENDA

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

AGENDA ITEM 11-51 MINUTES

Mr. Koleszar offered a motion to approve the minutes for the August 16, 2011 Center Board meeting and the September 20, 2011 Center Board Retreat meeting. Mrs. Puryear seconded the motion. The motion passed with Mrs. Moynihan absent.

AGENDA ITEM: 11-52 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 11-53 APPROVAL OF FINANCIAL STATUS

Mr. Hastings stated that he had no concerns about the financial status; it looks like a solid year. CATEC is funded right at the level it needs to be. Mr. Koleszar offered a motion to approve the financial reports. Mrs. Puryear seconded it and the motion passed with Mrs. Moynihan absent.

AGENDA ITEM: 11-54 BASE SCHOOL COORDINATION

Mr. Hastings reported that his goal is to remarket and strategically place CATEC within the two school divisions and address better communication with the base schools while meeting their needs. Along with Mr. Mountjoy, Mr. Hastings met with the administration, CTE coordinators, and guidance counselors at all the base schools. The schools are, generally, pleased with the work CATEC has accomplished but everyone agreed that more still needs to be done to prepare the workforce. There is tremendous support from base schools which is very promising. The Board stated that it would prefer to be kept up-to-date on the progress through agenda items at the meetings. There was some discussion about whether or not CATEC competed with the base school

for enrollment. Mr. Hastings stated that it is CATEC's job to have a strong program that partners with those schools, not competes with them. Students are better served at CATEC and programs at the base school need to lead into courses at CATEC.

AGENDA ITEM: 11-55 **CATEC FUNDING REQUEST 2012/2013**

Mr. Hastings stated that this is the first discussion about the budget. He went on to say that there needs to be a clinical examination of the budget. Because it is public money, there needs to be a clear apparent trail of the money. As a starting point, Mr. Hastings based this budget for 2012-13 on this year's budget and made adjustments where necessary. The funding request was based on the strategic plan and the focus areas. There are two major anticipated changes. The first is reduction in revenue with regard to day out-of-district students and the evening enrollments. Based on current enrollment, he is anticipating a reduction in several areas. The second change is the result of a large expenditure increase which is all due to benefits. He explained the worse-case scenario with regard to an increase in VRS payments.

Enrollment information was presented as what it has been over the last three years. Mr. Hastings' primary objective right now is to increase enrollment for 2012- 2013. He also reviewed other specific funding items such as the three-year trend data for spending and the standard funding formula.

When asked, the Board instructed Mr. Hastings to collect information from the teachers, the base schools, and the other boards. He can, then, illustrate where the funds are going and align that with CATEC's goals. How the money is used should be a reflection of what is of value; what CATEC's goals are. The budget will be an agenda item again in December. The Board was reminded that any approval is contingent on the city's and county's approval of their respective budgets.

AGENDA ITEM: 11-56 **PERSONNEL ISSUES**

After some discussion, it was decided that the Board did not need to go into Closed Session to deal with personnel issues.

The topic of the ease with which CATEC employees can move to and from the City and County schools was revisited. It appears, according to previous minutes that, though it was discussed, there was never any formal resolution. Mr. Hastings gave an example of the part-time Pension Plan that is offered to County employees, but CATEC does not offer it. The need to address this was agreed upon and it should be taken care of before the next cycle of contracts. Mr. Koleszar stated that it would take policy changes in either/both of the divisions. Different scenarios and ramifications were discussed. Dr. Moran pointed out that CATEC is, in fact, not a school, but a center.

Mr. Michie requested a list of all factors that would be impacted by a staff member moving to or from the City or the County school divisions. Mr. Hastings will speak to the respective HR Directors about this issue/policies and report his findings back to the Board at the December meeting. The request was made that an in-depth analysis be done so that other problems are not created in the process. In addition, underlying costs of making changes to the policies need to be considered.

With regard to contracts, Mr. Hastings stated that the contracts that CATEC uses are identical to Albemarle County contracts. He feels that there needs to be better communication between the

County's HR department and CATEC with regard to changes and updates. Dr. Atkins spoke to D. Patrick Lacy, Attorney for the Charlottesville City School Board, about the CATEC budget and the inclusion of salary tables. Funds cannot be allocated beyond what the Board had approved and what the Board approved in the budget stands. The decision was made to include the Director and the Superintendent of Record's signatures on the contract and that the Chair should sign last.

Mr. Hastings stated that, in no uncertain terms, CATEC enrollment must be increased. Eventually there will be a cost-benefit issue. He introduced his Enrollment Plan which listed specific goals. He does not anticipate any major programming changes for next year – only to increase enrollment. The target enrollment is to beat the three-year average for enrollment at CATEC for next year. Thereafter, he would like to see enrollment at/above 75% capacity level for every program that is past its third year of existence. When considering programs, CATEC needs to heed the advice of the Chamber of Commerce and the Weldon Cooper Center, but also offer programs that best serve the community and the students. Partnerships with local businesses, such as the local Fire Department, are crucial. CATEC has the capacity to house 550 to 600 students.

There was discussion about books that might be of interest to the Board.

ADJOURNMENT

Mrs. McKeel offered a motion to adjourn the meeting of the CATEC Center Board.

Chairperson

Clerk

Date

Date