

MEETING MINUTES OF THE CATEC CENTER BOARD

May 15, 2012

At 5:10 p.m., Mrs. Leah Puryear called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Diantha McKeel, Mrs. Leah Puryear, Mr. Ned Michie, Mrs. Pam Moynihan, Mrs. Willa Neale, and Mr. Steve Koleszar.

BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Mr. Adam Hastings, Director, and Ms. Leslie Chisholm, Administrative Assistant/Clerk.

OTHERS PRESENT Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Billy Haun, Albemarle County Assistant Superintendent for Student Learning; Mr. Chad Ratliff, Albemarle County Assistant Director of Instruction and Innovation; and Ms. Lee Davis, Charlottesville City Vocational Planner.

AGENDA ITEM 12-24 AGENDA

Mrs. McKeel offered a motion to approve the agenda and Mr. Koleszar seconded it. The motion passed unanimously.

AGENDA ITEM 12-25 MINUTES

Mr. Koleszar offered a motion to approve the Center Board minutes for March 20, 2012 and April 10, 2012. Mr. Michie seconded the motion. The motion passed unanimously.

AGENDA ITEM: 12-26 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 12-27 APPROVAL OF FINANCIAL STATUS

Mr. Hastings said that he would go into detail about the financial status when he discusses Agenda Item #12-32. Mrs. Neale offered a motion to approve the financial statements for February and March 2012. Mr. Michie seconded the motion. The motion passed unanimously.

AGENDA ITEM: 12-28 CITY MARKET PROPOSAL

Mr. Hastings stated that the City Market (which is a part of the City of Charlottesville) approached him for two purposes. The first request was to be able to place signage advertising the Market at Pen Park on CATEC street front. The second goal was to form a partnership with CATEC and move the City Market site from Pen Park to CATEC's lower parking lot. Mr. Hastings said that the benefit to CATEC is that the Market has a cooking series with professional chefs using local produce and having that offered at CATEC would make it accessible to CATEC students. There was discussion about the Market's status, the potential fees involved, Albemarle County policies, the Market's use of the facilities, and the details about the signage.

Mrs. Puryear stated that there are two points that need clarification: specifics about the signage and what the County's fee schedule is with regard to the building usage policy. Mr. Koleszar stated that, unless it is a certain dollar value, the Principal is allowed to enter into a contract. Mr. Hastings has the authority to act within the policy, but if he wants an exemption to the policy, he will need to present that to the Board. The Board requested more information before they are able to vote on the use of CATEC facilities.

The suggestion was made that Mr. Hastings speak to the Chair and the Vice Chair for a final decision, if necessary, and Mr. Michie offered his assistance as well. The consensus was that the Board would be agreeable if the sign was temporary, looked nice, and was put up/taken down the day of the Market.

AGENDA ITEM: 12-29 **LOCAL PLAN FOR CAREER AND TECHNICAL
EDUCATION REGIONAL CENTER**

Mr. Hastings developed the Local Plan with Mr. Ratliff and Ms. Davis because the Local Plan stipulates that it is done in concert as the regional center. This plan has no financial impact with respect to Perkins dollars. When CATEC reported Completer and test certifications at the end of last year to the state, the information was not coordinated between CATEC and the City schools. As a result, Mr. Hastings has been in contact with the state's Cluster Coordinator and the state data base contact responsible for the data. They reevaluated the APR and have sent out an updated APR across the state. CATEC's information was not adjusted but the base divisions' information was. Mr. Hastings, Ms. Davis, and Mr. Ratliff will meet with the state representatives and data coordinators from the two divisions over the summer to determine how CATEC's information will be reported. It appears to be a PowerSchool error. The annual performance data is not accurate; CATEC's pass and completion rates are actually well above the reported amount at approximately 86%. Mrs. McKeel offered a motion to approve the Local Plan as presented. Mr. Michie seconded the motion and the motion passed unanimously.

AGENDA ITEM: 12-30 **VRS MEMBER CONTRIBUTION PLAN**

Mr. Hastings reviewed the VRS document with the new requirements which requires Board approval. He had hoped to present the information about how it was going to impact the CATEC budget, but he does not have the salary scales from the County yet. Contracts need to be out before the close of school. There was discussion about the ramifications of this development. According to Dr. Atkins, CATEC would follow the County's decision with regard to VRS. Furthermore, the Center Board approves the salary adjustments that follow the County's policies.

Mr. Koleszar stated that there needs to be a budget amendment because Mr. Hastings built his previous budget with a 2% raise with the VRS rate of 12.21%. The rate the County is presently using is 12.77%. Once budget the information comes from the County, Mr. Hastings will need to do a budget amendment. The suggestion was made to give the Chair and Vice Chair the ability to allow Mr. Hastings to move forward once the budget information comes in. Otherwise, the Board will have to meet again. According to Mr. Koleszar, there are two issues:

1. the salary scale to authorize contracts
2. preparing a balanced budget

There was discussion about the details of the process. It was acknowledged that this will cost CATEC more money and the question is where will that money come from to make up the

difference in the budget. The clarification was made that, though Mr. Hastings factored in the VRS rate of 12% in the previous budget, the corresponding 5% raise was not. The recommendation was made to schedule another meeting to cover all these issues. That meeting was scheduled for May 21st at 5:00 to discuss the City Market signage and VRS.

Mr. Hastings stated that CATEC reconciles the certification reimbursement request for the state and he requested that the form be signed.

AGENDA ITEM: 12-31 **ASSISTANT PRINCIPAL'S POSITION**

Mr. Hastings reviewed how the CATEC Director and the Assistant Principal interact. He gave a thorough examination of how the administration works using a lengthy report which evaluated what each person does. He reviewed the numbers for CATEC unduplicated student enrollment which does not include post grads and adults. 409 is the anticipated enrollment for next year. Different leadership positions were outlined on page 2. Page 22 and 23 articulate how the Director spends his time with a two month snapshot (fall and spring) that included the typical requirements of that position. Mr. Hastings' research was based on previous directors' documentation and he analyzed all facets of the job of an administrator at a regional technical center and a school of choice.

Strategic planning will drive a lot of the work the Director does from this point. There was more discussion about the status of the Assistant Principal's position. Mr. Hastings' recommendation, when asked, was that there is a need for an Assistant Principal at a regional center if there is the funding for it. It was suggested that this issue be examined at the meeting on the 21st as part of the CATEC budget. Mrs. McKeel reminded the Board that they agreed at the last meeting that, just because the position has been advertised, it does not mean that an Assistant Principal has to be hired. Mr. Hastings confirmed that the enrollment figure of 409 reflects students who have signed up to come to CATEC and that information has been entered into PowerSchool. When asked about the timeline for the hiring process, Mr. Hastings hoped it would be done as expeditiously as possible. The longer the wait, the smaller the pool of candidates.

AGENDA ITEM: 12-32 **BUDGET ALIGNMENT**

Mr. Hastings reported that there are no issues with the budget but, as the year has progressed, there has been some shuffling of different line items. He called the Board's attention to the handout that reflects the April financial information. There is an anticipated remainder of approximately \$48,000. Major expenditures were explained. Ways in which money had been saved were also highlighted. There had been high estimates for retirements that were not accessed. There was discussion about the need for authentic equipment for the Dental program, but Mr. Hastings does not have the necessary financial information about upgrading the Dental lab. Mr. Hastings reported that the Adult Ed program is making a profit. He also reminded the Board that CATEC no longer receives the tuition from Fluvanna County students. Mr. Hastings is in regular contact with the other local CTE directors and they have discussed allocating students to CATEC and the possibility of supporting that through the use of Perkins funds.

AGENDA ITEM: 12-33 **AUDIT**

Mr. Michie offered a motion to approve the audit prepared by Robinson, Farmer, and Cox. Mrs. McKeel seconded the motion and the motion passed unanimously.

AGENDA ITEM: 12-34 FACILITIES UPDATE

There are two major facility items. The first is the update of the Dental classroom which was included in the Board Book. Mr. Hastings does not have the cost as of yet. The second issue is the voluntary compliance ADA audit. Architects have done the initial review and, once they meet with DOE, they will make their report on the best course of action on May 23rd. The full update will be available for the Board at the August meeting.

AGENDA ITEM: 12-35 CLOSED SESSION

Mr. Koleszar 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 and Subsection (4) with regard to the protection of the privacy of individuals in personal matters not related to public business. Mr. Michie seconded the motion and the motion passed unanimously.

Certify Closed Meeting

Mr. Koleszar 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. Michie seconded the motion.

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

NAYS: None.

ABSENT: None

The motion carried by a 6:0 vote.

Mr. Koleszar offered a motion to approve the request of the parent of CATEC student #1. Mr. Michie seconded the motion and the motion passed by the following recorded votes:

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

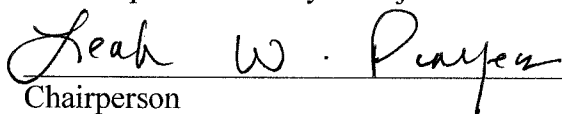
NAYS: None.

ABSENT: None

The motion carried by a 6:0 vote.

ADJOURNMENT

At 6:10 p.m. Mrs. Puryear adjourned the meeting.


Chairperson

10-16-2012
Date


Clerk

10.16.2012
Date