

**MEETING MINUTES OF THE CATEC CENTER BOARD**

**May 21, 2012**

At 5:12 p.m., Mr. Steve Koleszar called to order the meeting of the CATEC Center Board.

**BOARD MEMBERS PRESENT:** Mrs. Diantha McKeel, Mrs. Leah Puryear (arrived at 5:30), 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 and Dr. Billy Haun, Albemarle County Assistant Superintendent for Student Learning.

**AGENDA ITEM 12-39**

**AGENDA**

**AGENDA ITEM: 12-40**

**PUBLIC COMMENTS**

There were no public comments.

**AGENDA ITEM: 12-41**

**CLOSED SESSION**

Mr. Michie offered a motion for 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. Mrs. McKeel seconded the motion and the motion passed unanimously.

**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. McKeel seconded the motion.

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

NAYS: None.

ABSENT: None

ABSTAIN: Mrs. Puryear

The motion carried by a 6:0:0:1 vote. Mrs. Puryear abstained because she arrived after the Closed Session.

Mr. Michie offered a motion to hire Debbie Gannon as the Interim Assistant Principal for the 2012-13 school year starting July 1, 2012. Mrs. Neale seconded the motion and the motion passed by the following recorded votes:

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

NAYS: None.

ABSENT: None

ABSTAIN: Mrs. Puryear

The motion carried by a 6:0:0:1 vote. Mrs. Puryear abstained because she arrived after the Closed Session.

Mrs. Puryear took control of the meeting at this point.

**AGENDA ITEM: 12-42**      **BUDGET UPDATE**

Mr. Hastings called attention to the budget handout by recognizing the impact that people in Albemarle County Human Resources and Charlottesville City Finance have had on his historical perspective of the budget issues. He specifically mentioned Ed Gillespie in Charlottesville City Finance. As a result of that meeting with Mr. Gillespie, Mr. Hastings presented a proposed change to the operating budget for next year.

Mr. Hastings reviewed the details:

- Right now there are approved expenditures from the March meeting of \$2,561, 989. This was done prior to knowing what the VRS changes would be.
- As Mr. Hastings has been updating the budget, he found two errors in the budgeting process so far which he explained.
- He was encouraged by his conversation with Mr. Gillespie. They will meet this summer to address budget issues.
- As a result of finding the two errors, the total expenses would increase to \$2,608,431.
- The revenue is not expected to change.
- The budget proposal was balanced at the March meeting, but now will be out-of-balance because of those two errors.
- The deficit is over \$46,000 as a result.
- To address the deficit, Mr. Hastings recommended closing the Career and Instructional Technology Coordinator position and moving that person to the Assistant Principal's position. This would realize a savings of \$95,934.
- After calculating the other factors involved, such as VRS changes, salary changes, and benefit rate changes, there would be a contingency budget of \$49,492.
- In August, Mr. Hastings will present a line-item budget to the Board. He will, at that time, know if the contingency budget will need to be utilized.

There was discussion about the wisdom of speaking with both Jackson Zimmerman, Albemarle County Executive Director of Fiscal Services, and Ed Gillespie, Charlottesville City Director of Finance, since CATEC follows Albemarle County fiduciary policies. In addition, there was discussion with regard to what had been included in the previous approved budget with regard to VRS allocations. Mr. Hastings confirmed that the figures used were from Jackson Zimmerman (Albemarle County) and Mr. Hastings discussed them with Mr. Gillespie because Mr. Zimmerman was not available on short notice. Mrs. Puryear confirmed that savings in the budget resulted from the closure of the Career and Instructional Technology Coordinator position. Mr. Koleszar offered a motion to approve the enclosed budget changes. Mr. Michie seconded the motion and the motion passed by the following recorded votes:

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

NAYS: None.

ABSENT: None

The motion carried by a 6:0:0 vote.

**AGENDA ITEM: 12-43      ASSISTANT PRINCIPAL'S POSITION**

This agenda item was not discussed.

**AGENDA ITEM: 12-44      CLOSED SESSION**

Mr. Koleszar offered a motion for 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. Michie offered a motion for a friendly amendment to the Closed Session to discuss an update from the lawyer on a land acquisition issue in addition to the personnel issue. Mrs. McKeel seconded the motion and the motion passed unanimously.

**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 and it passed unanimously.

Mr. Koleszar offered a motion to issue contracts as per the schedule presented to the Board with the exception that the Interim Assistant Principal salary needs to be determined with Albemarle County's Human Resources Department and with the employee. Mrs. McKeel seconded the motion and the motion passed by the following recorded votes:

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

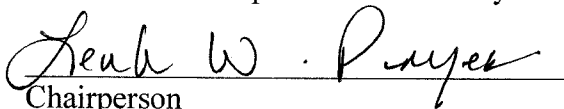
NAYS: None.

ABSENT: None

The motion carried by a 6:0:0 vote.

**ADJOURNMENT**

At 5:57 p.m. Mr. Koleszar offered a motion to adjourned the meeting. Mrs. Moynihan seconded the motion and it passed unanimously.

  
Chairperson

10-~~12~~<sup>16</sup>-2012  
Date

  
Clerk

10.16.2012  
Date