



*PROPOSED AGENDA FOR A REGULAR MEETING  
OF THE CATEC CENTER BOARD  
October 16, 2012 – 5:30 p.m.*

Order of Business	Agenda Item	Subject	Action Informational	Page Numbers
5:30 p.m.	Roll Call			
	<b>Agenda</b>	<b>12-56</b>	<b>Adoption of Agenda</b>	<b>A</b>
	<b>Minutes</b>	<b>12-57</b>	<b>Approval of Minutes</b>	<b>A</b> 1
5:35 p.m.	Community Participation	12-58	Public Comments	I
<b>5:40 p.m.</b>	<b>Financials</b>	<b>12-59</b>	<b>Approval of Financial Status</b>	<b>A</b> 6
5:45 p.m.	Business	12-60	Funding Request Time Line	I 11
<b>5:50 p.m.</b>	<b>Closed Session</b>	<b>12-61</b>	<b>Personnel</b>	<b>A</b>
6:00 p.m.	Adjournment			

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Next meeting date: Tuesday, December 11, 2012 6:00

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Minutes

Date: October 16, 2012

Enclosures: 1

APPROVAL OF  
MINUTES

**Background Information:**

The minutes for the August 21, 2012 Center meeting are enclosed.

**Recommendation:**

These minutes are being submitted to the Center Board for review and approval.

Item Number: 12-57

## MEETING MINUTES OF THE CATEC CENTER BOARD

August 21, 2012

At 6:06 p.m., Mrs. Leah Puryear called to order the meeting of the CATEC Center Board.

**BOARD MEMBERS PRESENT:** Mrs. Leah Puryear, Mrs. Pam Moynihan, Mrs. Willa Neale (arrived at 6:11 p.m.), and Mr. Steve Koleszar.

**BOARD MEMBERS ABSENT:** Mr. Ned Michie and Mrs. Diantha McKeel.

**STAFF MEMBERS PRESENT:** Mr. Adam Hastings, Director; Mrs. Deborah Gannon, Administrative Intern; 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; Mr. Tim Breitenbach, Charlottesville City Project Manager; and Mr. Mike Mollica, Charlottesville City Capital Projects Coordinator & Facilities Development Division Manager.

(Because there was not a quorum present at the beginning of the meeting, informational items were addressed first.)

### AGENDA ITEM 12-45    AGENDA

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

### AGENDA ITEM 12-46    MINUTES

Mr. Koleszar offered a **motion** to approve the Center Board minutes for May 15, 2012, May 21, 2012, and the Joint Board meeting minutes for May 15, 2012. Mrs. Neale **seconded** the motion. **The motion passed with Mrs. McKeel and Mr. Michie absent.**

### AGENDA ITEM: 12-47    PUBLIC COMMENTS

There were no public comments.

### AGENDA ITEM: 12-48    APPROVAL OF FINANCIAL STATUS

Mr. Hastings pointed out that the revenue exceeded the expenses and the extra funds will be transferred to the fund balance. Mr. Koleszar offered a **motion** to approve the financial statements for April, May, and June of 2012. Mrs. Moynihan **seconded** the motion and **the motion passed with Mrs. McKeel and Mr. Michie absent.**

### AGENDA ITEM: 12-49    ADA COMPLIANCE

Mr. Hastings reviewed the ADA Office of Civil Rights facility audit that was done. Mr. Mike Mollica and Mr. Tim Breitenbach both provided information (and a handout) about the audit with regard to the voluntary ADA Civil Rights compliance. The Department of Education inspected

the building and created a list of necessary improvements. As a result of multiple meetings on site and with the DOE in Richmond including input from architects, a plan has been completed on which the DOE is willing to sign-off. Funding and a proposed timeline need to be discussed. Mr. Mollica provided a brief overview of the process. The City oversees the capital planning projects and the City and County equally share the cost. (The City actually pays all the costs upfront and then seeks reimbursement for the County's share.) Both entities need to develop their budget with the CIP funding in mind. There was discussion about what had to be/has been done at CATEC to meet the Civil Rights requirements. Topics included cost/funding/timing, renovation of restrooms, door knobs, fire/life safety, compliance requirements, the width of corridors, and the "dignity" factor. The summer of 2014 is when the work is slated to be completed. Mr. Mollica stated that there is an action plan in place and that the DOE is very happy with the City's response to their requests.

Mr. Hastings stated that he has a copy of the Voluntary Compliance Plan from DOE which needs to be signed by both Superintendents. Mr. Koleszar reminded the Board that CATEC does not own the facility; this renovation/funding must be approved by both the City and the County School Boards. Mr. Mollica stated that funding is only allocated on an annual basis and the CIP is a work-in-progress. The general consensus was to recommend that this Voluntary Compliance Plan be sent to the respective boards for approval. Mr. Breitenbach reported that any significant accessibility barriers have already been addressed and gave credit for a lot of the work to CATEC's maintenance foreman, Lloyd Workman. He also reiterated that CATEC, as an election/polling site, is ADA compliant.

**AGENDA ITEM: 12-50**      **FUND BALANCE**

Mr. Hastings handed out an updated spreadsheet with the fund balance information and explained it in detail including the history of the last three years. There was discussion about what the standard percentage of the operating budget the fund balance should be. The suggestion was made for the board to set a policy for the minimum percentage for the fund balance; the extra would be used to fund other projects. Mr. Hastings acknowledged that a small percentage of the operating budget is Perkins funds. Dr. Atkins pointed out that the operating budget for 2011-12 was much lower and that impacted the fund balance.

**AGENDA ITEM: 12-51**      **BUDGET**

Mr. Hastings reported that the budget for 2012-13 has been adjusted over the last several months. Several factors impacted the final balance such as increased revenue from Adult Ed and dual enrollment. He reminded the Board of the reduction of the Career and Technology Coordinator's position and Mrs. Gannon's new position as the Administrative Intern. That savings was moved to the contingency fund and, should it not be expended, it will be transferred to the fund balance. Mr. Koleszar stated that, in theory, there should be a balanced budget. Reducing the revenue by transferring it to the fund balance will result in the budget being balanced. Mr. Koleszar offered a **motion** to make these amendments to the CATEC budget. Mrs. Neale **seconded** the motion and **the motion passed with Mrs. McKeel and Mr. Michie absent.**

**AGENDA ITEM: 12-52**      **DENTAL CLASSROOM**

There are two options (which were detailed in the updated handout) to consider with regard to possible upgrades for the Dental classroom. Option 1 involves creating a practical lab space for Dental Assistant high school and adult classes with one fully functional dental chair and the appropriate equipment/supplies that would meet all state competencies. Option 2 would result in

the creation of a fully equipped dental “clinic” which could offer the public some dental services. X-ray equipment would be purchased for training purposes, but actual x-rays could not be taken nor will the students be licensed X-ray technicians. Mr. Hastings went into detail about the differences between the two upgrade choices including the difference between a sanitizer and a sterilizer.

Mr. Hastings’, and the Dental Advisory Committee’s, recommendation would be Option 1; the students would learn using real equipment and be able to get their clinical experience in the field. The cost would be covered by the fund balance previously discussed. The renovation could be done within several weeks while the students are at clinicals with minimal classroom disruption. Either upgrade will give CATEC the opportunity to pursue dual enrollment. Mr. Koleszar offered a **motion** to approve implementing, from the fund balance, Option 1 and Mrs. Neale **seconded** the motion. **The motion passed with Mrs. McKeel and Mr. Michie absent.**

**AGENDA ITEM: 12-53      2011-12 YEAR IN REVIEW**

Student enrollment and demographics were reviewed. Mr. Hastings pointed out that there is a decline in adult day student enrollment; those students are urged to take adult evening classes. He also called the Board’s attention to the performance data that highlighted attendance and grades. The dilemma is how to get the students here and how to handle the change in beginning and ending enrollment; attendance continues to be addressed. The numbers do indicate that student performance is increasing. Mr. Hastings is proudest of the significant drop in discipline referrals last year and he gives a lot of the credit for that to the staff. They have all had Restorative Practices training and that has helped to retain students. As a result, he feels that In School Suspension can be eliminated. In the workforce, discipline infractions lead to termination.

**AGENDA ITEM: 12-54      CLOSED SESSION**

Mr. Koleszar offered a **motion** that the CATEC 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 and Subsection (5) for the purpose of discussing the expansion of an existing business or industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community. Mrs. Neale **seconded** the motion and **the motion passed with Mrs. McKeel and Mr. Michie absent.**

**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. Mrs. Moynihan **seconded** the motion. **Roll was called and the motion passed by the following recorded votes:**

**AYES: Mr. Koleszar, Mrs. Puryear, Mrs. Moynihan, and Mrs. Neale**

**NAYS: None.**

**ABSENT: Mrs. McKeel and Mr. Michie**

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

Mr. Koleszar offered a **motion** to terminate Employee #1. Mrs. Neal **seconded** the motion and **the motion passed with Mrs. McKeel and Mr. Michie absent.**

Mr. Koleszar offered a **motion** to direct Mr. Hastings to investigate and negotiate CATEC's contract with the City referencing the Public Access TV space. Mrs. Neale **seconded** the motion and **the motion passed with Mrs. McKeel and Mr. Michie absent.**

**AGENDA ITEM: 12-55      CHARLOTTESVILLE PUBLIC ACCESS**

Charlottesville Public Access is currently a tenant at CATEC. The technical equipment in their area is prone to overheating and the present HVAC system was not designed for that equipment; it cannot handle the load. CPA submitted an estimate for a new HVAC system and Charlottesville Public Access would pay for the upgrade. The utilities, thereafter, according to the current contract, would be paid for by CATEC as the landlord. The upgraded system would not affect the HVAC in the rest of the building. Mr. Hastings also stated that it does not seem that the overheating issue can be addressed in any other way than with a HVAC upgrade. Mr. Koleszar offered a **motion** to reject the proposal based on the cost of utilities. Mrs. Neale **seconded** the motion and **the motion passed with Mrs. McKeel and Mr. Michie absent.**

**ADJOURNMENT**

At 7:50 p.m. Mrs. Puryear adjourned the meeting.

Mr. Hastings reminded the Board that pictures will be taken of both the Center and the Joint Boards at the October 16, 2012 meeting before the Joint Board meeting.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Financial Status

Date: October 16, 2012  
Enclosures: 2

APPROVAL OF  
FINANCIAL STATUS

**Background Information:**

The financial reports for July and August 2012 are enclosed for the Board's review.

**Recommendation:**

The financial reports are being submitted for the Center Board's review and approval.

Item Number: 12-59

DESCRIPTION	REV	ESTIMATED REVENUE	REVENUE MONTH TO DATE	REVENUE YEAR TO DATE	UNREALIZED REVENUE	PERC
FD 1 GENERAL FUND						
PJT 000 NONCATEGORICAL						
INTEREST ON INVESTMENTS	1501020	\$ 1,500.00	\$ 770.67	\$ 770.67	\$ 729.33	51
RENTS	1502010	\$ 1,500.00	\$ 2,126.25	\$ 2,126.25	\$ 626.25	142
SALES OF TEXTBOOKS	1612030	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
ADULT DAY TUTORINGS	1612060	\$ 2,800.00	\$ 0.00	\$ 0.00	\$ 2,800.00	0
NON-RESIDENT HIGH SCHOOL	1612061	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
REBATES AND REFUNDS	1803030	\$ 28,048.00	\$ 0.00	\$ 14.47	\$ 28,033.53	0
SALE OF SUPPLIES	1899050	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
SALE OF OTHER EQUIPMENT	1899090	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
INSURANCE ADJUSTMENTS	1899100	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
OTHER FUNDS	1899120	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
APPROPRIATIONS FROM CARRY	1899121	\$ 144,251.00	\$ 0.00	\$ 144,251.00	\$ 0.00	100
CITY OR COUNTY FUNDS	1901010	\$ 1,944,847.00	\$ 0.00	\$ 0.00	\$ 1,944,847.00	0
OTHER PAYMENTS FROM ANOTH	1901020	\$ 115,000.00	\$ 0.00	\$ 0.00	\$ 115,000.00	0
VOCATIONAL ADULT ED	2402180	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
VOCATIONAL EQUIPMENT	2402520	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 4,000.00	0
VOCATIONAL OCCUP/TECH EDU	2402530	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
OTHER STATE FUNDS	2402990	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
NONCATEGORICAL	000	\$ 2,241,946.00	\$ 2,911.39	\$ 147,162.39	\$ 2,094,783.61	7
PJT 101 ADULT ED						
SALES OF TEXTBOOKS	1612030	\$ 10,000.00	\$ 1,125.00	\$ 1,125.00	\$ 8,875.00	11
ADULT ED NIGHT FEES	1612060	\$ 110,000.00	\$ 22,810.00	\$ 22,810.00	\$ 87,190.00	21
REBATES AND REFUNDS	1803030	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
SALE OF SUPPLIES	1899050	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
OTR FUNDS	1899120	\$ 6,023.00	\$ 1,723.87	\$ 1,723.87	\$ 4,299.13	29
API	1899121	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
ADULT ED	101	\$ 126,023.00	\$ 25,658.87	\$ 25,658.87	\$ 100,364.13	20
PJT 130 SUMMER SCHOOL						
SUMMER SCHOOL	1612070	\$ 6,000.00	\$ 150.00	\$ 150.00	\$ 5,850.00	3
SALE OF SUPPLIES	1899050	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
APPROPRIATIONS FROM CARRY	1899121	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
SUMMER SCHOOL	130	\$ 6,000.00	\$ 150.00	\$ 150.00	\$ 5,850.00	3
PJT 200 APPRENTICESHIP						
SALES OF TEXTBOOKS	1612030	\$ 23,000.00	\$ 190.00	\$ 190.00	\$ 22,810.00	1
REBATES AND REFUNDS	1803030	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
SALE OF SUPPLIES	1899050	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
APPRENTICE FEES	1899120	\$ 125,000.00	\$ 1,629.00	\$ 1,629.00	\$ 123,371.00	1
APPROPRIATIONS FROM CARRY	1899121	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
OTHER FUNDS	1899122	\$ 7,528.00	\$ 0.00	\$ 0.00	\$ 7,528.00	0
VOCATIONAL APPRENTICESHIP	2402900	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
OTHER STATE FUNDS	2402990	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0
APPRENTICESHIP	200	\$ 170,528.00	\$ 1,819.00	\$ 1,819.00	\$ 168,709.00	1
GENERAL FUND						
GENERAL FUND	1	\$ 2,544,497.00	\$ 30,539.26	\$ 174,790.26	\$ 2,369,706.74	7
GRAND TOTAL		\$ 2,544,497.00	\$ 30,539.26	\$ 174,790.26	\$ 2,369,706.74	7



CATEC-CHARLOTTEVILLE-ALBERMARLE TECH  
EXPENDITURE BUDGET DETAIL REPORT

PAGE: 1  
DATE: 08/28/12

Sorted By: FD-PJT---FUNC-  
Executed By: cheryl  
July 2012

TIME: 14:48:59

DESCRIPTION	APPROPRIATIONS	OUTSTANDING ENCUMBRANCES	EXPENDITURES MONTH TO DATE	EXPENDITURES YEAR TO DATE	AVAILABLE BALANCE	PERC USED
FD 1 GENERAL FUND						
PJT 000 NON-CATEGORICAL						
Classroom Instruction	61100	\$ 1,334,717.00	\$ 0.00	\$ 26,022.09	\$ 1,308,694.91	2
Improvement of Instruction	61310	\$ 78,450.00	\$ 0.00	\$ 0.00	\$ 78,450.00	0
Office of the Director	61410	\$ 359,573.00	\$ 0.00	\$ 26,738.58	\$ 332,834.42	7
Board Services	62110	\$ 62,228.00	\$ 0.00	\$ 6,175.75	\$ 56,052.25	10
Fiscal Services	62160	\$ 88,160.00	\$ 0.00	\$ 5,814.65	\$ 82,345.35	7
Vehicle Operation	63200	\$ 5,700.00	\$ 0.00	\$ 397.54	\$ 5,302.46	7
Maintenance Management	64100	\$ 74,159.00	\$ 0.00	\$ 5,654.78	\$ 68,504.22	8
Building Services	64200	\$ 212,959.00	\$ 0.00	\$ 8,494.21	\$ 204,464.79	4
Grounds Services	64300	\$ 4,000.00	\$ 0.00	\$ 107.92	\$ 3,892.08	3
Technology	68000	\$ 17,000.00	\$ 0.00	\$ 342.68	\$ 16,657.32	2
NON-CATEGORICAL	000	\$ 2,241,946.00	\$ 0.00	\$ 79,748.20	\$ 2,162,197.80	4
PJT 101 ADULT ED						
Classroom Instruction	61100	\$ 126,023.00	\$ 0.00	\$ 6,226.72	\$ 6,226.72	5
ADULT ED	101	\$ 126,023.00	\$ 0.00	\$ 6,226.72	\$ 119,796.28	5
PJT 130 SUMMER SCHOOL						
Classroom Instruction	61100	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 6,000.00	0
SUMMER SCHOOL	130	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 6,000.00	0
PJT 200 APPRENTICESHIP						
Classroom Instruction	61100	\$ 170,528.00	\$ 0.00	\$ 8,599.13	\$ 161,928.87	5
API CESHIP	200	\$ 170,528.00	\$ 0.00	\$ 8,599.13	\$ 161,928.87	5
GENERAL FUND	1	\$ 2,544,497.00	\$ 0.00	\$ 94,574.05	\$ 2,449,923.95	4
GRAND TOTAL		\$ 2,544,497.00	\$ 0.00	\$ 94,574.05	\$ 2,449,923.95	4

BOOK BALANCE AT 6/30/2012

\$454,987.39

BOOK BALANCE AT 7/31/2012

\$390,952.60

DESCRIPTION	REV	ESTIMATED REVENUE	MONTH TO DATE	REVENUE YEAR TO DATE	UNREALIZED REVENUE	PERC
FD 1 GENERAL FUND						
PJT 000 NONCATEGORICAL						
INTEREST ON INVESTMENTS	1501020	\$ 1,500.00	\$ 305.42-	\$ 465.25	\$ 1,034.75	31
RENTS	1502010	\$ 1,500.00	\$ 0.00	\$ 2,126.25	\$ 626.25-	142
SALES OF TEXTBOOKS	1612030	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
ADULT DAY TUITIONS	1612060	\$ 2,800.00	\$ 4,650.00	\$ 4,650.00	\$ 1,850.00-	166
NON-RESIDENT HIGH SCHOOL	1612061	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
REBATES AND REFUNDS	1803030	\$ 28,048.00	\$ 0.00	\$ 14.47	\$ 28,033.53	0
SALE OF SUPPLIES	1899050	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
INSURANCE ADJUSTMENTS	1899090	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
OTHER FUNDS	1899100	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
OTHER FUNDS	1899120	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
APPROPRIATIONS FROM CARRY	1899121	\$ 144,251.00	\$ 0.00	\$ 144,251.00	\$ 0.00	100
CITY OR COUNTY FUNDS	1901010	\$ 1,944,847.00	\$ 0.00	\$ 0.00	\$ 1,944,847.00	0
OTHER PAYMENTS FROM ANOTH	1901020	\$ 115,000.00	\$ 0.00	\$ 0.00	\$ 115,000.00	0
VOCATIONAL ADULT ED	2402180	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
VOCATIONAL EQUIPMENT	2402520	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 4,000.00	0
VOCATIONAL OCCUP/TECH EDU	2402530	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
OTHER STATE FUNDS	2402990	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
NONCATEGORICAL	000	\$ 2,241,946.00	\$ 4,344.58	\$ 151,506.97	\$ 2,090,439.03	7
PJT 101 ADULT ED						
SALES OF TEXTBOOKS	1612030	\$ 10,000.00	\$ 1,340.00	\$ 2,465.00	\$ 7,535.00	25
ADULT ED NIGHT FEES	1612060	\$ 110,000.00	\$ 19,125.00	\$ 41,935.00	\$ 68,065.00	38
REBATES AND REFUNDS	1803030	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
SALE OF SUPPLIES	1899050	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
OTHER FUNDS	1899120	\$ 6,023.00	\$ 372.71	\$ 2,096.58	\$ 3,926.42	35
API	1899121	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
ADULT ED	101	\$ 126,023.00	\$ 20,837.71	\$ 46,496.58	\$ 79,526.42	37
PJT 130 SUMMER SCHOOL						
SUMMER SCHOOL	1612070	\$ 6,000.00	\$ 0.00	\$ 150.00	\$ 5,850.00	3
SALE OF SUPPLIES	1899050	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
APPROPRIATIONS FROM CARRY	1899121	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
SUMMER SCHOOL	130	\$ 6,000.00	\$ 0.00	\$ 150.00	\$ 5,850.00	3
PJT 200 APPRENTICESHIP						
SALES OF TEXTBOOKS	1612030	\$ 23,000.00	\$ 4,115.00	\$ 4,305.00	\$ 18,695.00	19
REBATES AND REFUNDS	1803030	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
SALE OF SUPPLIES	1899050	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
APPRENTICE FEES	1899120	\$ 125,000.00	\$ 14,400.00	\$ 16,029.00	\$ 108,971.00	13
APPROPRIATIONS FROM CARRY	1899121	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
OTHER FUNDS	1899122	\$ 7,528.00	\$ 0.00	\$ 0.00	\$ 7,528.00	0
VOCATIONAL APPRENTICESHIP	2402900	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0
OTHER STATE FUNDS	2402990	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0
APPRENTICESHIP	200	\$ 170,528.00	\$ 18,515.00	\$ 20,334.00	\$ 150,194.00	12
GENERAL FUND	1	\$ 2,544,497.00	\$ 43,697.29	\$ 218,487.55	\$ 2,326,009.45	9
GRAND TOTAL		\$ 2,544,497.00	\$ 43,697.29	\$ 218,487.55	\$ 2,326,009.45	9

CATREC-CHARLOTTEVILLE-ALBERMARLE TECH  
EXPENDITURE BUDGET DETAIL REPORT

Sorted By: PD-PJT---FUNC-

Executed By: chery1

August 2012

PAGE: 1  
DATE: 09/10/12

TIME: 15:41:24

DESCRIPTION	APPROPRIATIONS	OUTSTANDING ENCUMBRANCES	EXPENDITURES MONTH TO DATE	EXPENDITURES YEAR TO DATE	AVAILABLE BALANCE	PERC USED
FD 1 GENERAL FUND						
PJT 000 NON-CATEGORICAL						
Classroom Instruction	61100	\$ 1,334,717.00	\$ 0.00	\$ 1,399.25	\$ 27,421.34	\$ 1,307,295.66
Improvement of Instruction	61310	\$ 78,450.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 78,450.00
Office of the Director	61410	\$ 359,573.00	\$ 0.00	\$ 26,388.66	\$ 53,127.24	\$ 306,445.76
Board Services	62110	\$ 62,228.00	\$ 0.00	\$ 5,370.36	\$ 11,546.11	\$ 50,681.89
Fiscal Services	62160	\$ 88,160.00	\$ 0.00	\$ 8,814.65	\$ 14,629.30	\$ 73,530.70
Vehicle Operation	63200	\$ 5,700.00	\$ 0.00	\$ 41.24	\$ 438.78	\$ 5,261.22
Maintenance Management	64100	\$ 74,159.00	\$ 0.00	\$ 5,654.78	\$ 11,309.56	\$ 62,849.44
Building Services	64200	\$ 212,959.00	\$ 0.00	\$ 23,751.27	\$ 32,245.48	\$ 180,713.52
Grounds Services	64300	\$ 4,000.00	\$ 0.00	\$ 42.94	\$ 150.86	\$ 3,849.14
Technology	68000	\$ 17,000.00	\$ 0.00	\$ 1,010.72	\$ 1,353.40	\$ 15,646.60
NON-CATEGORICAL	000	\$ 2,241,946.00	\$ 0.00	\$ 72,473.87	\$ 152,222.07	\$ 2,089,723.93
PJT 101 ADULT ED						
Classroom Instruction	61100	\$ 126,023.00	\$ 0.00	\$ 8,538.26	\$ 14,764.98	\$ 111,258.02
ADULT ED	101	\$ 126,023.00	\$ 0.00	\$ 8,538.26	\$ 14,764.98	\$ 111,258.02
PJT 130 SUMMER SCHOOL						
Classroom Instruction	61100	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,000.00
SUMMER SCHOOL	130	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,000.00
PJT 200 APPRENTICESHIP						
Classroom Instruction	61100	\$ 170,528.00	\$ 0.00	\$ 18,800.90	\$ 27,400.03	\$ 143,127.97
API	200	\$ 170,528.00	\$ 0.00	\$ 18,800.90	\$ 27,400.03	\$ 143,127.97
GENERAL FUND	1	\$ 2,544,497.00	\$ 0.00	\$ 99,813.03	\$ 194,387.08	\$ 2,350,109.92
GRAND TOTAL		\$ 2,544,497.00	\$ 0.00	\$ 99,813.03	\$ 194,387.08	\$ 2,350,109.92

BOOK BALANCE AT 7/31/2012 \$390,952.60

BOOK BALANCE AT 8/31/2012 \$334,836.86

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Funding Request Timeline

Date: October 16, 2012  
Enclosures: 1

INFORMATIONAL

**Background Information:**

Enclosed is a time line for budget development. The time line indicates the involvement of the CATEC Center Board and CATEC Community Stakeholders.

**Recommendation:**

The Director recommends the Board review the time line.

Item Number: 12-60

# Funding Request Timeline

Development, Proposal, and Approval

## Board Participation

October 16, 2012	Center Board	Presentation of Funding Request Timeline
December 11, 2012	Center Board	Presentation of Funding Request [Informational]
January 15, 2013	Center Board	Presentation of Funding Request [Action]

## Stakeholder Participation

Ongoing, weekly	CATEC Leadership Team
October 18, 2012	CATEC SIP Team
October 22, 2012	Central Virginia Apprenticeship Council
October 23, 2012	CATEC Faculty and Staff
November TBD, 2012	Joint Vocational Advisory Committee
November TBD, 2012	CCS Director of Finance
November 12, 2012	ACPS Fiscal Services Director
November 14, 2012	CATEC Foundation
November 15, 2012	CATEC SIP Team
December a/n, 2012	ACPS Fiscal Services Director