

MEETING MINUTES OF THE CATEC CENTER BOARD

January 15, 2013

At 6:05 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; 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; and Mr. Chad Ratliff, Albemarle County Assistant Director of Instruction.

AGENDA ITEM 13-01 AGENDA

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

AGENDA ITEM 13-02 MINUTES

Mr. Michie offered a **motion** to approve the Center Board minutes for December 11, 2012. Mr. Koleszar **seconded** the motion. **The motion passed** with Mrs. Moynihan abstaining.

AGENDA ITEM: 13-03 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 13-04 DIRECTOR'S COMMENTS

Mr. Hastings reported on the visit from the French delegation last week. They were able to exchange information and the hope is that it will lead to an extended relationship. The group was very complimentary of CATEC.

AGENDA ITEM: 13-05 ANNUAL ORGANIZATION

Dr. Atkins took over the meeting at this point.

A: Election of Chairperson

Mr. Steve Koleszar was elected as the Chairperson. Mrs. Moynihan offered a **motion** to nominate Mr. Koleszar and Mrs. McKeel **seconded** the motion.

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

NAYS: None.

ABSENT: None.

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

(Mr. Koleszar took over the meeting.)

B: Election of Vice Chairperson

Mrs. Willa Neale was elected as Vice Chairperson. Mr. Michie offered a **motion** to nominate Mrs. Neale and Mrs. Puryear **seconded** the motion. **The motion passed** unanimously.

C: Election of Clerk

Ms. Leslie Chisholm was elected as the Clerk. Mrs. McKeel offered a **motion** to nominate Ms. Chisholm and Mrs. Puryear **seconded** the motion. **The motion passed** unanimously.

D: Election of Deputy Clerk

Mrs. Debbie Gannon was elected as the Deputy Clerk. Mr. Michie offered a **motion** to nominate Mrs. Gannon and Mrs. Puryear **seconded** the motion. **The motion passed** unanimously.

E: Election of Superintendent of Record

Dr. Pam Moran was elected as the Superintendent of Record for the 2013 Center Board. Mrs. Puryear offered the **motion** to nominate Dr. Moran and Mrs. Moynihan **seconded** the motion. **The motion passed** unanimously.

F: Legal Counsel Recommendation

Mrs. Neale offered a **motion** to appoint legal counsel on an "as needed" basis as recommended by Mr. Hastings. Mrs. Moynihan **seconded** it. **The motion passed** unanimously.

G: Appointment of Fiscal Officer

Mr. Jason Vandever, Charlottesville City Treasurer, was elected as Fiscal Officer. Mrs. McKeel offered a **motion** to nominate Mr. Vandever. Mrs. Neale **seconded** the motion. **The motion passed** unanimously.

H: Establishment of Date and Time of Meetings

Mrs. McKeel offered a **motion** to approve the 2013 (including January of 2014) Center Board schedule as presented. Mr. Michie **seconded** the motion. **The motion passed unanimously.**

I-J: Appointment of Superintendent Designee

It was recommended that Dr. Atkins be approved as the designee to represent and sign documents for the Superintendent of Record. Mr. Michie offered a **motion** to appoint Dr. Atkins. Mrs. McKeel **seconded** the motion. **The motion passed** unanimously.

K: Policy Recommendation

Mrs. McKeel offered a **motion** to continue to operate following the policies and procedures of Albemarle County Schools. Mr. Michie **seconded** the motion. **The motion passed unanimously.**

AGENDA ITEM: 13-06 APPROVAL OF FINANCIAL STATUS

Mrs. Puryear offered a **motion** to approve the financial statements for November of 2012 as presented. Mr. Hastings reported that this financial statement is very similar to the one presented at the last meeting. He clarified how the revenue was reported with regard to the billing cycle; it is as it should be. (There was no second.) **The motion passed** unanimously.

AGENDA ITEM: 13-07 FUND BALANCE

Mrs. Neale confirmed that this discussion is a carry-over from the last meeting; the Board had been tasked with giving some thought to the topic. The goal is to create a policy to determine the fund balance. Mr. Hastings explained, in detail, the options (as shown in the chart in the Board book) suggested previously in terms of a 5-year trend of the fund balance as related to the operating budget. A fund balance of 10% was proposed and discussed. Mrs. Neale reiterated what had been discussed at the last meeting which was that, due to CATEC's relatively small budget, 10% sounded right. Mr. Koleszar went on to remind the Board that they felt, at the December meeting, that 10% seemed to be reasonably cautious. Mr. Hastings stated that the next step will be to develop a policy based on the percentage. Mr. Koleszar confirmed the Board's consensus of 10%

being the right number and directed Mr. Hastings to write the policy based on that. It will be voted on at the next meeting in March.

AGENDA ITEM: 12-08 2014-2014 FUNDING REQUEST

Mr. Hastings called the Board's attention to the Funding Request that has been built in parallel to the current year. The major changes are due to salaries and benefits. There was a recent change to reflect the most current teacher salary scale and the classified pay scale; he explained the increase in expenditures (and the consequences) in detail. Mr. Koleszar also explained the rationale behind, and implementation of, the increases.

Revenue also increased and Mr. Hastings reported that comes from Adult Ed. He also mentioned a decrease in expenditures due to the cessation of several early retirement stipends as he called the Board's attention to the chart in the Board book. A 3-year historical perspective was presented and Mr. Hastings stated that he feels confident that he has a firm understanding of the high school and Adult Ed expenditures. Mr. Hastings reviewed the funding formula based on enrollment and reiterated that this is very much a parallel to the current year. There was a discussion about under-enrollment in some programs and how much time a new program should need to become established. Mrs. McKeel offered a **motion** to approve the CATEC budget to go forward to the individual school districts (\$2,594,152). Mrs. Puryear **seconded** the motion.

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

NAYS: None.

ABSENT: None.

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

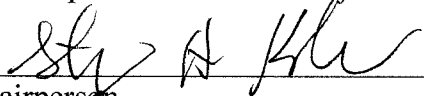
AGENDA ITEM: 13-09 OTHER BUSINESS BY BOARD/SUPERINTENDENT

Mrs. Neale reported that she attended the reception for the visitors from Besancon, France and was very impressed by Mr. Hastings' comments.


Mrs. McKeel asked if the EXPO was going to be held this year. Mr. Hastings stated that the Foundation, who sponsored the event, has chosen to "go in another direction" with advertising and marketing. Mr. Hastings gave Mrs. Gannon credit for her work in promoting CATEC at the local schools. He also gave examples of the Foundation's plans for added exposure. Mr. Koleszar suggested the Foundation consult (and utilize the structure of) the Charlottesville Albemarle Education Foundation. He also felt that an updated strategic plan for CATEC should be a future agenda item.

ADJOURNMENT

At 7:10 p.m. Mr. Koleszar adjourned the meeting of the CATEC Center Board.



Chairperson



Clerk

5/21/13

Date

5-21-2013

Date