

MEETING MINUTES OF THE CATEC CENTER BOARD
March 19, 2013

At 6:00 p.m., Mr. Steve Koleszar called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Leah Puryear, Mrs. Pam Moynihan, Mrs. Willa Neale, Mr. Ned Michie (arrived at 6:03 p.m.), Mrs. Diantha McKeel, and Mr. Steve Koleszar.

BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Dr. Adam Hastings, Director; Mrs. Deborah Gannon, Administrative Intern; and Ms. Leslie Chisholm, Administrative Assistant/Clerk.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Billy Haun, Assistant Superintendent for Student Learning; and Ms. Ashby Kindler, Murray High School Principal.

AGENDA ITEM 13-10 AGENDA

Dr. Hastings requested a change to the agenda so that Ms. Kindler could speak first concerning the ISAEP relocation. Mrs. McKeel offered a **motion** to adopt the agenda moving the ISAEP Program Location discussion to after Public Comments. Mrs. Puryear **seconded** it and **the motion passed with Mr. Michie absent.**

AGENDA ITEM 13-11 MINUTES

Mrs. Neale offered a **motion** to approve the Center Board minutes for January 15, 2013. Mrs. McKeel **seconded** the motion and **the motion passed with Mr. Michie absent.**

AGENDA ITEM: 13-12 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 13-13 APPROVAL OF FINANCIAL STATUS

Dr. Hastings said the year is going as planned. He stated that CATEC is not seeing as much revenue or expenditures as expected in Adult Ed. There has been a large increase/steady growth in the Adult CNA programming, but not in the Dental or Pharmacy Tech classes. Dr. Hastings concluded that the financial information is "right on" for this time of year. Mrs. Puryear offered a **motion** to approve the financial statements for December, 2012 and January, 2013. Mrs. McKeel **seconded** the motion and **the motion passed unanimously.**

AGENDA ITEM: 13-14 DIRECTOR'S COMMENTS

Dr. Hastings stated that this has been the best few weeks at CATEC and listed the student awards and achievements representing several programs and several base schools. He also told the Board about Jane Foy, Dwayne Snow, and Rodney Thomas' visit and tour of CATEC with the hope that they will assist in forging business connections with CATEC. Dr. Hastings also shared with the Board that he met one of his professional goals and earned his doctoral degree.

The final update was about the new Strategic Plan and the on-going meetings with Leadership Charlottesville. Topics being considered are CATEC's mission and vision, how the work is being carried out in the school, solidifying the workplace culture within the school, and how the staff hopes to align their role(s) with the bigger mission of the school. Dr. Hastings reported that it has been very productive and will give more detail later in the meeting.

AGENDA ITEM: 13-15 **FUND BALANCE POLICY**

The fund balance has been discussed over several meetings and Dr. Hastings has also spoken about it with the Finance Directors for both divisions. The goal is to craft a policy, which he is presenting to the Board, that addresses the 10% fund balance. He feels it is a way to frame the funding request each year with the 10% being relative to the subsequent year's budget. Dr. Atkins stated that, unless there are other implications, a policy such as this is not normally vetted through an attorney. Mr. Koleszar reiterated that it is an internal policy that does not have legal implications. There was discussion about the details of the 10% and its use.

Mr. Koleszar suggested that the wording be changed from "use of accumulated" and take out "accumulated fund balance." It should read "use or accumulation of Fund Balance." The goal is to keep it at 10%. Mr. Koleszar said that, because the budget has already been approved for next year, Dr. Hastings should make these revisions and bring it back to the Board at the next meeting for approval. The wording also needs to be changed from "no less than ten percent" to "equal to ten percent." If there is more than the 10%, the extra would revert to the operating budget. **There was consensus for these changes**, but Mr. Koleszar requested that the revisions be made and brought back to the Board for approval in May.

AGENDA ITEM: 13-16 **STRATEGIC PLANNING**

Previous CATEC Strategic Plans were reviewed by Dr. Hastings; the most recent having morphed, it appears, into the School Improvement Plan. The SIP mirrors what Albemarle County does. Dr. Hastings pointed out that the SIP really isn't a Strategic Plan in which CATEC can be "different" i.e. a part of local economic vitality and workforce development. He explained the role of Leadership Charlottesville in the process and how the other base schools are creating their own academies. The CATEC staff and the CATEC Boards are very much interested in receiving direction from the Center Board for the Strategic Plan. In the Board Book, Dr. Hastings provided a copy of the past Strategic Plan and a copy of the School Improvement Plan. He requested that the Board give him direction with regard to the Strategic Plan; he wants to make sure that what CATEC is doing is what the Board wants and what the community needs.

Dr. Haun interjected that, despite the fact that the other base schools have academies, there are still students those academies do not serve. CATEC will provide that career/CTE piece. Dr. Atkins stated that programs at CATEC need to be broadened by bringing in new industries to correlate with how the world is changing. There was discussion about which programs lead to good-paying jobs and whether hiring a consultant again was necessary. Mrs. Moynihan commented that the previous research is still solid/relevant because it is fairly recent, but the data may need to be updated/analyzed. **There was Board consensus to do Strategic Planning work.** Mr. Koleszar stated that the Board needs to direct Dr. Hastings to come up with a process to be presented to the Board which included costs, details, and options. Dr. Atkins stated that the consultant should have a background in Career and Technical education and an understanding of the job market and the economy – not simply an understanding of the Strategic Planning process. Mrs. Puryear suggested that regional centers be contacted with regard to their Strategic Plans and how they have navigated the process. Mr. Koleszar indicated that the hope is for the Strategic

Plan to be completed and ready to implement in 2014-15. He also reminded the Board that, just because CATEC is doing the Strategic Plan, school improvement should not stop. According to Dr. Haun, school improvement is a one-year process and it should be connected to the Strategic Plan. It should be the one-year process of how CATEC is connecting and implementing and making a systematic process. Dr. Hastings welcomed any direction the Board can give him with regard to who to talk to about the Strategic Planning process.

AGENDA ITEM: 13-17 ISAEP PROGRAM LOCATION

Ms. Kindler explained the ISAEP and TAP programs and the reason that ISAEP/TAP need to be temporarily relocated to CATEC from April 8th to the end of the school year. This move will facilitate the construction of the ARC and Enterprise shifts in the current location. This option is attractive because all of the current afternoon students attend CATEC in the morning and a few of the morning students attend CATEC in the afternoon. Dr. Hastings said that Public Access' contract states they are not to use it during the school day, so it will be available for ISAEP. He felt it would be a seamless transition for the students and he gives the idea his blessing. The two concerns were Ms. Kindler's supervision of the programs and how to provide lunch for the students because they will be staying at CATEC all day. Mrs. McKeel offered a **motion** to approve the request for the Albemarle County Public Schools ISAEP program to relocate to CATEC in the CPA TV studio for the remainder of the 2012-13 school year. Mrs. Neal **seconded** the motion and **it passed unanimously**.

AGENDA ITEM: 13-18 CLOSED SESSION

Mrs. Neale 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. Mrs. Moynihan **seconded** the motion and **the motion passed unanimously**.

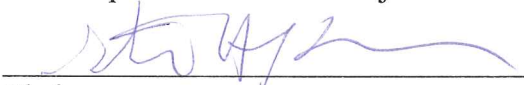
Certify Closed Meeting

Mrs. Neale offered a **motion** that the Board certify that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered. Mrs. Moynihan **seconded** the motion and **it passed unanimously**.

Roll was called. No action was taken.

ADJOURNMENT

At 6:57 p.m. Mr. Koleszar adjourned the meeting.



Chairperson



Clerk

8 - 20 - 13

Date

9.3.2013

Date