

MEETING MINUTES OF THE CATEC CENTER BOARD**October 15, 2013**

At 5:01 p.m., Mrs. Willa Neale 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, and Mrs. Diantha McKeel (arrived at 5:05 p.m.)

BOARD MEMBERS ABSENT: Mr. Steve Koleszar.

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; Ms. Jennifer McKeever, Charlottesville City School Board member; Dr. Grant Tate; Mr. Kevin Willis; Mr. Tom Smith; and Ms. Patty Culotta.

AGENDA ITEM 13-40 AGENDA

Dr. Hastings requested a change to the agenda. Item #13-45 Enrollment Policy had originally been an "action" item, but will now need to be an "informational" item as a result of feedback Dr. Hastings received this week. Mr. Michie offered a **motion** to approve the amended agenda and Mrs. Puryear **seconded** it. **The motion passed with Mr. Koleszar and Mrs. McKeel absent.**

AGENDA ITEM 13-41 MINUTES

Mrs. Puryear offered a **motion** to accept the Center Board minutes for August 20, 2013. Mr. Michie **seconded** the motion. **The motion passed with Mr. Koleszar and Mrs. McKeel absent.**

AGENDA ITEM: 13-42 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 13-43 DIRECTOR'S COMMENTS

Dr. Hastings called the Board's attention to a draft of the Center Board meeting schedule for 2014. Mrs. Puryear confirmed that Dr. Hastings will present proposed budget for discussion at the December meeting. It will be voted on in January.

AGENDA ITEM: 13-44 APPROVAL OF FINANCIAL STATUS

Dr. Hastings reported that there is nothing that is an area of concern with regard to the financial statements. Mrs. Moynihan offered a **motion** to approve the financial statements for July and August of 2013. Mrs. McKeel **seconded** the motion and **the motion passed with Mr. Koleszar absent.**

AGENDA ITEM: 13-45 **ENROLLMENT POLICY**

The decision to continue a program related to enrollment has been a reoccurring topic and it is addressed differently at the base schools. Dr. Hastings reminded the Board that, at the last meeting, he was asked to prepare a policy draft with regard to how historical program enrollment has an impact on program status. It is not a policy that deals with program evaluation. Dr. Hastings contacted other regional directors and many seem to be struggling with this policy issue as well. Other directors and the Human Resources department advise that, whatever enrollment policy is put into place, the timeline needs to be tied to the teacher evaluation process. State code must also be followed relating to class size – which he provided for the Board. The proposal looks at a sliding scale of review status for programs based on enrollment. He went into detail about the timeline snapshot which uses the same verbiage as the evaluation timeline. It would result in a very measurable process with regard to continuing the program.

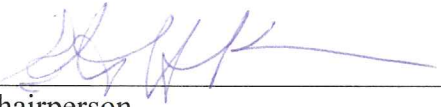
There was discussion about what factors impact enrollment and what the actual process would be should there be insufficient enrollment. The impact of these issues on the Strategic Plan will also need to be taken into consideration. It was suggested that this topic be shelved until the Strategic Plan has been developed. It is Dr. Hastings' practice to bring to the Board's attention, during the budget process, any concerns he has about enrollment. Continuing a struggling program cannot be decided solely on enrollment; there are often other issues at stake such as availability of qualified instructors and the budget. At December's meeting, Dr. Hastings will update the Board on the budget and the Strategic Plan development which needs to address enrollment sooner rather than later. Dr. Hastings is seeking the Board's direction with regard to benchmarks. Mrs. Moynihan felt strongly that, though enrollment will be considered in the Strategic Plan, defining an enrollment policy cannot be delayed. Dr. Hastings' proposed framework was praised and the recommendation was made that it be brought to the Board in January for an ultimate decision. The suggestion was made that contracts should reflect that, if enrollment isn't at a certain level then, the program may have to be cancelled. Student input is important because so often the programs are student-driven.

AGENDA ITEM: 13-46 **STRATEGIC PLANNING TIMELINE**

Dr. Tate introduced the Strategic Planning Team from the bridge ltd and briefly explained the criteria and framework for the ideal CATEC model. The timeline stated in the RFP dictates that the Team develop internal alternative models within two weeks. These will be shared, via email, with the Board. The Team will establish pre-determined office hours for any Board member who wishes to discuss it in person. The results will, then, be proposed to the local businesses and employers.

ADJOURNMENT

Mrs. Neale adjourned the meeting at 5:48 p.m.



Chairperson



Clerk

2.18.2014

Date

2.19.2014

Date