

**MEETING MINUTES OF THE CATEC CENTER BOARD  
December 17, 2013**

At 6:01 p.m., Mr. Steve Koleszar called to order the meeting of the CATEC Center Board.

**BOARD MEMBERS PRESENT:** Mrs. Leah Puryear, Mrs. Willa Neale, Mrs. Diantha McKeel, and Mr. Steve Koleszar.

**BOARD MEMBERS ABSENT:** Mrs. Pam Moynihan and Mr. Ned Michie.

**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. Pamela Moran, Albemarle County Superintendent; Ms. Stephanie Carter, Program Administrator for Virtual Education; Dr. Grant Tate; Dr. Tom Smith; and Dr. Patty Culotta.

**AGENDA ITEM 13-53    AGENDA**

Mrs. McKeel offered a **motion** to adopt the agenda. Mrs. Neale **seconded** it and **the motion passed** with Mr. Michie and Mrs. Moynihan absent.

**AGENDA ITEM 13-54    MINUTES**

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

**AGENDA ITEM: 13-55    PUBLIC COMMENTS**

There were no public comments.

**AGENDA ITEM: 13-56    DIRECTOR'S COMMENTS**

Dr. Hastings commented on the following:

1. Laurie Turner, an Albemarle High School student, was accepted to Johnson and Wales University. She is also applying to the Culinary Institute of America. Dr. Hastings was delighted to be able to tell her that, if her SAT score is high enough, because she is enrolled in CATEC's Culinary Arts program, she will immediately qualify for merit-based awards. This is due to CATEC having an articulation agreement with CIA.

2. Dr. Hastings thanked the Board because, as a result of the upgrade to the Dental classroom, every student who went to Richmond this year for the X-ray certification exams passed. Last year they struggled. Making the facility change so that it is much more of a "laboratory quality" experience paid off.

3. As CATEC is engaging in the Strategic Planning process, Dr. Hastings suggested thinking about the future now. He reminded the Board that the space that is currently used by Charlottesville Public Access used to house an early childhood development program. He sees the

teaching sector as a real opportunity to get students into professions, training, and good options. His goal is to open a pre-school in the facility and pair that with a high school training offering based on local needs. PVCC is developing a curriculum for early childhood education as is the Curry School. He requested the Board's blessing to do a feasibility study for this as a potential training option for CATEC students.

**AGENDA ITEM: 13-57**      **APPROVAL OF FINANCIAL STATUS**

Dr. Hastings confirmed that there is nothing to be concerned about with regard to the financial statements. Mrs. Puryear offered a **motion** to approve the financial statements for September and October of 2013. Mrs. McKeel **seconded** the motion and **the motion passed** with Mr. Michie and Mrs. Moynihan absent.

**AGENDA ITEM: 13-58**      **2014-15 PROGRAM OF STUDIES**

There are no changes proposed to the Program of Studies, according to Dr. Hastings. As CATEC continues to partner more with PVCC and local employers, there is a push to step up the level of instruction in CATEC programs. He reviewed what his meetings with PVCC have entailed – especially with regard to the construction program. Recent legislation has prompted this as instructors have been tasked with finding better ways to bridge the “high school training to work” process. His goal is to be out in front of this push and increase the level of rigor that goes on in the programs in order to be prepared for what the State will eventually dictate. Mr. Koleszar stated that this aligns well with the comprehensive strategic plan and working with the business community and getting more real hands-on experience for the students. Mrs. Puryear offered a **motion** to approve the current Program of Studies unchanged. Mrs. McKeel **seconded** the motion and **the motion passed** with Mr. Michie and Mrs. Moynihan absent.

**AGENDA ITEM: 13-59**      **FINANCIAL UPGRADE**

Though the City is CATEC's fiscal agent, CATEC uses its own computer-based financial system which needs to be updated. The recommendation is that it is upgraded now before the change of the fiscal year. Dr. Hastings spoke to the other financial directors and they concurred that this is the right choice. He explained the source of the money to be used and requested that the Board allocate \$15, 500 to upgrade the financial system (with the current company) at the start of 2014. The work will start immediately. Mrs. McKeel offered a motion to appropriate \$15, 500 to upgrade the computer-based financial system as recommended by staff. Mrs. Puryear **seconded** the motion and **the motion passed** with Mr. Michie and Mrs. Moynihan absent.

**AGENDA ITEM: 13-60**      **SY 14-15 FUNDING REQUEST PROPOSAL**

Dr. Hastings is not proposing any massive changes for the coming school year due to the work on the Strategic Plan. The proposal does account for reductions on the previous worksheet. No longer does it include the 1.0 English teacher or the Pharmacy Technician teacher. But it includes everything else parallel with Albemarle County recommendations for salary and benefit changes. There is an overall reduction to the proposed operating budget for next year from the approved operating budget for this year of about \$25,000. It reflects the reduction of positions and the increase in costs of benefits and salary.

The previous budget and the consequent fund balance were reviewed. In the coming year, there would be a reduction in what the City and the County appropriate to CATEC. In other words, if this proposed budget is approved, the amount of money coming from the fund balance would be

significantly larger in this proposal than it was in the current operating budget. There will still be a 10% fund balance. The result would be a one-year reprieve for the County and the City in what may be a difficult budget year. Dr. Hastings detailed the amounts for the Board (at the bottom of page 39). This is essentially transferring the current year budget to the proposed budget for next year and could impact the Strategic Plan and future programs. Mr. Koleszar stated that a "status quo" budget makes a lot of sense.

Dr. Hastings confirmed that CATEC will continue to follow Albemarle County policy with regard to the VRS contract even though CATEC had to file a separate resolution.

**AGENDA ITEM: 13-62**      **STRATEGIC PLANNING SESSION**

The agenda was modified, with the consent of the Board, to discuss the Strategic Plan first.

Dr. Tom Smith reviewed the presentation and explained the process to this point and welcomed the Board's input. There was a great deal of discussion.

The Board recognized Mrs. McKeel and her service to the Board.

Dr. Hastings was given the Board's blessing to do a feasibility study and gather further information with regard to the prototype for the pre-school concept.

The Strategic Planning Team encouraged the Board to contact them with questions and comments.

**AGENDA ITEM: 13-61**      **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 and Subsection (6) for the purpose of discussing or considering the investment of public funds where competition or bargaining is involved. Mrs. Puryear **seconded** the motion and **the motion passed** with Mr. Michie and Mrs. Moynihan absent.

**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. McKeel **seconded** the motion and **roll was called**.

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

**NAYS: None.**

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

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

Mrs. Neale offered a **motion** to accept the resignation of Employee #1 and approve the employment of Employee #2 pending the HR approval process. Mrs. McKeel **seconded** the motion and **the motion passed** with Mr. Michie and Mrs. Moynihan absent.

Mrs. Neale offered a **motion** to let the contract with CPA-TV expire as discussed. Mrs. McKeel **seconded** the motion and **the motion passed** with Mr. Michie and Mrs. Moynihan absent.

**ADJOURNMENT**

At 8:35 p.m. Mr. Koleszar adjourned the meeting.

WM Neale  
Chairperson

Imke N. Koleszar  
Clerk

3/18/14  
Date

3-18-2014  
Date