



*PROPOSED AGENDA FOR A REGULAR MEETING  
OF THE CATEC CENTER BOARD  
November 25, 2014 – 5:00 p.m.*

Order of Business	Agenda Item	Subject	Action Informational	
5:00 p.m.	Roll Call			
	<b>Agenda</b>	<b>14-67</b>	<b>Adoption of Agenda</b>	<b>A</b>
	<b>Minutes</b>	<b>14-68</b>	<b>Approval of Minutes</b>	<b>A</b>
5:05 p.m.	Community Participation	14-69	Public Comments	I
	Director's Comments	14-70	Director's Comments	I
<b>5:10 p.m.</b>	<b>Financials</b>	<b>14-71</b>	<b>Approval of Financial Status</b>	<b>A</b>
5:15 p.m.	Business	14-72	VDOT Funds Update	I
5:45 p.m.		14-73	Solicitation for Property Evaluation	I
6:00 p.m.		14-74	Strategic Plan Implementation	I
<b>6:30 p.m.</b>	<b>Closed Session</b>	<b>14-75</b>	<b>Personnel</b>	<b>A</b>
6:45 p.m.	Adjournment			

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Next meeting date: Tuesday, December 9, 2014 6:00 p.m.

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Minutes

Date: November 25, 2014  
Enclosures: 2

APPROVAL OF  
MINUTES

**Background Information:**

The minutes for the Center Board and Joint Board meetings on October 21, 2014 are enclosed.

**Recommendation:**

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

Item Number: 14-68

## MEETING MINUTES OF THE CATEC CENTER BOARD

October 21, 2014

At 5:02 p.m., Mrs. Willa Neale called to order the meeting of the CATEC Center Board.

**BOARD MEMBERS PRESENT:** Mr. Ned Michie, Mrs. Willa Neale, Dr. Kate Acuff, Mr. Steve Koleszar, Mrs. Leah Puryear (arrived at 5:05p.m.), and Mrs. Pam Moynihan (arrived at 5:23p.m.)

**BOARD MEMBERS ABSENT:**

**STAFF MEMBERS PRESENT:** Mr. Bruce Bosselman, Interim Director; Mrs. Deborah Gannon, Administrative Intern; and Ms. Leslie Chisholm, Clerk.

**OTHERS PRESENT:** Dr. Pam Moran, Albemarle County Superintendent and Ms. Gertrude Ivory, Associate Superintendent for Curriculum and Instruction.

### AGENDA ITEM 14-54    AGENDA

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

### AGENDA ITEM 14-55    MINUTES

Mr. Koleszar offered a **motion** to approve the Center Board minutes for September 16, 2014. Mr. Michie **seconded** the motion and **the motion passed with Mrs. Moynihan and Mrs. Puryear absent.**

### AGENDA ITEM: 14-56    PUBLIC COMMENTS

There were no public comments.

### AGENDA ITEM: 14-57    DIRECTOR'S COMMENTS

Mr. Bosselman commented on the following:

1. The disposition of the VDOT funds will be discussed at the Board of Supervisors' meeting on November 5<sup>th</sup>. He does not know what recommendation will be presented. Mr. Koleszar stated that he discussed the funds with the Board of Supervisors.
2. Recently, Mr. Bosselman became aware of a technology grant that is available for reimbursement for technology; it is geared primarily toward SOLs. There are some restrictions. It is money that CATEC has collected in the past and has been available annually since 2010. The money has to be spent up-front and then CATEC is reimbursed by the Commonwealth/VDOE for acceptable technology that has been purchased. He went on to explain reimbursements being sought for past years and for what the money has been used. Mr. Bosselman may request the Board's approval (at a later time) to borrow from the fund balance – if necessary – to purchase technology for previous years' reimbursements. Once the reimbursement comes, he would repay the fund balance.

3. He reminded the Board that last year a group of students from France came to Charlottesville High School, but also spent time at CATEC. They are asking that CATEC send some students this year – perhaps over Spring Break. He believes it would be ten students and two instructors (Paul Johnson, George Cheape, and Debbie Gannon) who were involved in the exchange last year. There was discussion about how the trip would be paid for and whether or not the group could travel during Spring Break. Mr. Koleszar reiterated that CATEC follows Albemarle County policies and Dr. Moran stated that there is not an Albemarle County policy that prohibits Spring Break trips. She did state that out-of-country field trips need the Superintendent's (or Designee) sign-off and Mr. Bosselman detailed the plans thus far.
4. Enrollment, as of this morning, is 256 – which is an area of concern. Ways to improve enrollment need to be found, but Mr. Bosselman did remind the Board that two programs were eliminated and none were added. Mrs. Gannon answered Mrs. Neale's questions about why the enrollment has decreased since the beginning of the school year. Dr. Moran stated that a part of the Strategic Plan is looking at flexible schedules especially with the increased requirements for graduation. If CATEC cannot figure out flexible schedules, there will be enrollment losses. There was discussion about possible solutions in addition to what CATEC is already doing. Mrs. Gannon reiterated that the loss of programs had a real impact on enrollment.

**AGENDA ITEM: 14-58**      **APPROVAL OF FINANCIAL STATUS**

Mr. Koleszar offered a **motion** to approve the financial statements for September 2014. Mrs. Puryrear **seconded** the motion and **it passed with Mrs. Moynihan absent.**

**AGENDA ITEM: 14-59**      **BUDGET PRESENTATION**

Mr. Bosselman reviewed the details of the budget proposal for next year. He is asking for \$215,700 less than last year, but that does not include any funding for the Strategic Plan. Should that be needed, there will not be as much savings. This savings is mainly a result of eliminating the two positions. Mr. Koleszar reminded everyone of the process – the budget is on the agenda again in December and it is, then, approved in January.

**AGENDA ITEM: 14-60**      **ENROLLMENT**

Mr. Bosselman covered the topic of enrollment during Director's comments.

**AGENDA ITEM: 14-61**      **STRATEGIC PLAN IMPLEMENTATION**

Mr. Bosselman will review the Strategic Plan with both Boards during the Joint Board meeting.

**AGENDA ITEM: 14-62**      **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. Dr. Acuff **seconded** the motion and **the motion passed unanimously.**

**Certify Closed Meeting**

Mr. Koleszar 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. Puryear **seconded** the motion **and roll was called**:

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

**NAYS:**

**ABSENT:**

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

Mr. Koleszar offered a **motion** to appoint Debbie Gannon as Assistant Principal of CATEC. Mr. Michie **seconded** the motion and **it passed unanimously**.

**ADJOURNMENT**

At 5:44 p.m. Mrs. Neale adjourned the meeting of the CATEC Center Board.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**MINUTES OF THE JOINT MEETING OF THE  
ALBEMARLE COUNTY SCHOOL BOARD  
CHARLOTTESVILLE CITY SCHOOL BOARD  
AND CENTER BOARD**

**October 21, 2014**

At 6:45p.m., Mrs. Willa Neale called to order the CATEC Joint Board Meeting. Mr. Juan Wade called to order the Charlottesville City School Board and Mr. Steve Koleszar called to order the Albemarle County School Board.

**CENTER BOARD MEMBERS PRESENT:** Mr. Ned Michie, Mrs. Leah Puryear, Mrs. Willa Neale, Mrs. Pamela Moynihan, Mr. Steve Koleszar, and Dr. Kate Acuff.

**CENTER BOARD MEMBERS ABSENT:**

**ALBEMARLE COUNTY SCHOOL BOARD MEMBERS PRESENT:** Mrs. Pamela Moynihan, Mr. Steve Koleszar, Mr. Ned Gallaway, Dr. Kate Acuff, and Mr. Jason Buyaki.

**ALBEMARLE COUNTY SCHOOL BOARD MEMBERS ABSENT:** Mr. Eric Strucko and Mrs. Barbara Massie Mouly.

**CHARLOTTESVILLE CITY SCHOOL BOARD MEMBERS PRESENT:** Mrs. Leah Puryear, Mr. Juandiego Wade, Mrs. Willa Neale, Ms. Amy Laufer, Ms. Jennifer Mc Keever, Ms. Colette Blount, and Mr. Ned Michie.

**CHARLOTTESVILLE CITY SCHOOL BOARD MEMBERS ABSENT:**

**STAFF MEMBERS PRESENT:** Mr. Bruce Bosselman, Interim Director; Mrs. Deborah Gannon, Assistant Principal; and Ms. Leslie Chisholm, Clerk.

**OTHERS PRESENT:** Dr. Pam Moran, Albemarle County Superintendent and Ms. Gertrude Ivory, Associate Superintendent for Curriculum and Instruction.

**AGENDA ITEM 14-63      AGENDA**

Ms. McKeever offered a **motion** to approve the agenda and Ms. Blount **seconded** it. Ms. McKeever, then, offered a **motion** to move the Director's Comments to after the presentation and Ms. Blount **seconded** it. The **motion passed with Mr. Eric Strucko and Mrs. Barbara Massie Mouly absent.**

**AGENDA ITEM 14-64      PUBLIC COMMENTS**

There were no public comments.

**AGENDA ITEM 14-65      DIRECTOR'S COMMENTS**

**AGENDA ITEM: 14-66      GUEST SPEAKER**

Mrs. Neale introduced Mr. John Martin; his topic was "The Future of Education." He is the President and CEO of the Southeastern Institute of Research Inc. and shared his thoughts about the future and how students in our schools today will shape the future workforce and community

in which they live. In addition, he addressed how education must change as well in anticipation of needs. Dr. Moran asked for input from those present with information to assist in making critical decisions that will allow CATEC to move forward.

Mr. Bosselman, as part of Director's Comments, reported on the Strategic Plan implementation. Afterwards, there was discussion about that including the proposed partnership with PVCC. Mrs. Neale concluded by stating that there is a consensus for Dean Tistadt, Chief Operating Officer for Albemarle County Public Schools, to get a group together to report to the Board with regard to the facilities.

**MEETING ADJOURNED**

Mrs. Neale adjourned the meeting at 8:50 p.m.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Financial Status

Date: November 25, 2014  
Enclosures: 1

APPROVAL  
FINANCIAL STATUS

**Background Information:**

The financial reports for October 2014 are enclosed for the Board's review.

**Recommendation:**

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

Item Number: 14-71



CATEC-CHARLOTTESVILLE-ALBERMARLE TECH  
 FD-PJT---FUNC- EXPENDITURES SUMMARY REPORT  
 for Fiscal Year 2015 (FISCAL YEAR 2014-2015)  
 Posted Only Figures  
 Executed By: ncritzer

Page: 1  
 Date: 11/14/14  
 Time: 10:21:16

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For OCTOBER	Expenditures Year-to-Date	Available Balance	Percent Used
FD 1 GENERAL FUND							
PJT 000 NON-CATEGORICAL							
61100	Classroom Instruction	\$ 1,302,632.00	\$ 0.00	\$ 113,117.87	\$ 133,568.98	\$ 1,169,063.02	10.25
61310	Improvement of Instruction	\$ 79,888.00	\$ 0.00	\$ 2,225.96	\$ 11,700.97	\$ 68,187.03	14.65
61410	Office of the Director	\$ 399,601.00	\$ 0.00	\$ 30,368.60	\$ 102,067.28	\$ 297,533.72	25.54
62110	Board Services	\$ 46,678.00	\$ 0.00	\$ 1,662.95	\$ 7,496.00	\$ 39,182.00	16.06
62160	Fiscal Services	\$ 94,734.00	\$ 0.00	\$ 8,477.72	\$ 21,268.01	\$ 73,465.99	22.45
63200	Vehicle Operation	\$ 6,300.00	\$ 0.00	\$ 0.00	\$ 261.48	\$ 6,038.52	4.15
64100	Maintenance Management	\$ 81,215.00	\$ 0.00	\$ 4,521.56	\$ 12,880.49	\$ 68,334.51	15.86
64200	Building Services	\$ 216,713.00	\$ 0.00	\$ 9,645.29	\$ 44,262.04	\$ 172,450.96	20.42
64300	Grounds Services	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,000.00	0.00
000	NON-CATEGORICAL	\$ 2,253,761.00	\$ 0.00	\$ 170,019.95	\$ 333,629.81	\$ 1,920,131.19	14.80
PJT 101 ADULT ED							
61100	Classroom Instruction	\$ 145,656.00	\$ 0.00	\$ 18,776.79	\$ 38,352.10	\$ 107,303.90	26.33
101	ADULT ED	\$ 145,656.00	\$ 0.00	\$ 18,776.79	\$ 38,352.10	\$ 107,303.90	26.33
PJT 130 SUMMER SCHOOL							
61100	Classroom Instruction	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,000.00	0.00
130	SUMMER SCHOOL	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,000.00	0.00
PJT 200 APPRENTICESHIP							
61100	Classroom Instruction	\$ 163,144.00	\$ 0.00	\$ 799.76	\$ 16,458.99	\$ 146,685.01	10.09
200	APPRENTICESHIP	\$ 163,144.00	\$ 0.00	\$ 799.76	\$ 16,458.99	\$ 146,685.01	10.09
1	GENERAL FUND	\$ 2,568,561.00	\$ 0.00	\$ 189,596.50	\$ 388,440.90	\$ 2,180,120.10	15.12
GRAND TOTAL		\$ 2,568,561.00	\$ 0.00	\$ 189,596.50	\$ 388,440.90	\$ 2,180,120.10	15.12

CATEC-CHARLOTTESVILLE-ALBERMARLE TECH  
 FD-PJT-REV REVENUES SUMMARY REPORT  
 for Fiscal Year 2015 (FISCAL YEAR 2014-2015)  
 Posted Only Figures  
 Executed By: ncritzer

Page: 1  
 Date: 11/14/14  
 Time: 10:22:48

Code	Description	Estimated Revenue	Est. Revenue For	OCTOBER	For	Revenue OCTOBER	Revenue YTD	Unrealized Balance	Percent Real
FD 1 GENERAL FUND									
PJT 000 NONCATEGORICAL									
1501020	INTEREST ON INVESTMENTS	\$ 0.00	\$	0.00	\$	186.53-	\$ 889.51-	889.51	100.00
1502010	RENTS	\$ 10,000.00	\$	0.00	\$	1,721.50	\$ 3,291.25	6,708.75	32.91
1612060	ADULT DAY TUITIONS	\$ 3,000.00	\$	0.00	\$	4,350.00	\$ 4,850.00	1,850.00-	161.67
1803030	REBATES AND REFUNDS	\$ 25,000.00	\$	0.00	\$	0.00	\$ 1,055.66	23,944.34	4.22
1899120	OTHER FUNDS	\$ 0.00	\$	0.00	\$	914.73-	\$ 1,505.64-	1,505.64	100.00
1899121	APPROPRIATIONS FROM CARRY OVER	\$ 243,084.00	\$	0.00	\$	0.00	\$ 243,084.00	0.00	100.00
1901010	CITY OR COUNTY FUNDS	\$ 1,878,677.00	\$	0.00	\$	119,575.25	\$ 589,244.50	1,289,432.50	31.36
1901020	OTHER PAYMENTS FROM ANOTHER COUNT	\$ 115,000.00	\$	0.00	\$	0.00	\$ 132,906.94	17,906.94-	115.57
2402520	VOCATIONAL EQUIPMENT	\$ 4,000.00	\$	0.00	\$	0.00	\$ 0.00	4,000.00	0.00
000	NONCATEGORICAL	\$ 2,278,761.00	\$	0.00	\$	124,545.49	\$ 972,037.20	1,306,723.80	42.66
PJT 101 ADULT ED									
1612030	SALES OF TEXTBOOKS	\$ 11,000.00	\$	0.00	\$	4,945.00	\$ 7,620.00	3,380.00	69.27
1612060	ADULT ED NIGHT FEES	\$ 110,000.00	\$	0.00	\$	10,110.00	\$ 99,253.19	10,746.81	90.23
1803030	REBATES AND REFUNDS	\$ 0.00	\$	0.00	\$	0.00	\$ 0.17	0.17-	100.00
1899120	OTHER FUNDS	\$ 2,500.00	\$	0.00	\$	15.00	\$ 90.00	2,410.00	3.60
101	ADULT ED	\$ 123,500.00	\$	0.00	\$	15,070.00	\$ 106,963.36	16,536.64	86.61
PJT 200 APPRENTICESHIP									
1612030	SALES OF TEXTBOOKS	\$ 23,000.00	\$	0.00	\$	10,020.00	\$ 14,690.30	8,309.70	63.87
1899120	APPRENTICE FEES	\$ 130,000.00	\$	0.00	\$	44,572.50	\$ 56,717.50	73,282.50	43.63
1899122	OTHER FUNDS	\$ 300.00	\$	0.00	\$	0.00	\$ 1,109.50	809.50-	369.83
2402990	OTHER STATE FUNDS	\$ 13,000.00	\$	0.00	\$	0.00	\$ 8,309.00	4,691.00	63.92
200	APPRENTICESHIP	\$ 166,300.00	\$	0.00	\$	54,592.50	\$ 80,826.30	85,473.70	48.60
1	GENERAL FUND	\$ 2,568,561.00	\$	0.00	\$	194,207.99	\$ 1,159,826.86	1,408,734.14	45.15
GRAND TOTAL		\$ 2,568,561.00	\$	0.00	\$	194,207.99	\$ 1,159,826.86	1,408,734.14	45.15

**BOOK BALANCE ON 09/30/2014                      \$1,498,407.03**

**BOOK BALANCE ON 10/31/2014                     \$1,503,018.52**

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: VDOT Funds Update

Date: November 25, 2014

Enclosures:

INFORMATIONAL

**Background Information:**

At the Board of Supervisors' meeting on November 5, 2014, there was discussion concerning the disposition of VDOT funds and CATEC.

**Recommendation:**

The Interim Director requests that the Board members discuss the topic.

Item Number: 14-72

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Solicitation for Property Evaluation

Date: November 25, 2014

Enclosures:

INFORMATIONAL

**Background Information:**

As part of its deliberations on the future of CATEC, consideration is being given to relocating to the PVCC campus. As part of that analysis, it may be necessary to know the value of the current property should its sale be necessary as part of the financing of a new facility at PVCC. To that end, staff has prepared an informal Request for Proposal (RFP) to seek an appraisal of the property. The RFP also requests a marketing analysis to determine if the current zoning is that which best supports community needs in that region of the county.

Staff is seeking direction from the CATEC board on issuing this RFP.

**Recommendation:**

The Interim Director requests that the Board members discuss the topic and provide direction on issuance of the RFP.

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Strategic Planning Implementation

Date: November 25, 2014  
Enclosure:

INFORMATION

**Background Information:**

As part of the Strategic Planning process, the Board has requested that the Director present status updates for the Board at each meeting.

**Recommendation:**

The Interim Director recommends that the Board receive the update on strategic planning progress.