

MEETING MINUTES OF THE CATEC CENTER BOARD

January 20, 2015

At 6:01 p.m., Dr. Pam Moran called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Ms. Kate Acuff, Mr. Ned Michie (arrived at 6:04 p.m.), Mrs. Pam Moynihan, Mrs. Willa Neale, and Mr. Steve Koleszar.

BOARD MEMBERS ABSENT: Mrs. Leah Puryear.

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

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pam Moran, Albemarle County Superintendent; Mr. Chad Ratliff, Albemarle County Assistant Director of Instruction; Ms. Stephanie Carter, Program Administrator for Virtual Education; and Mr. Dean Tistadt, Chief Operating Officer for Albemarle County.

AGENDA ITEM 15-01 AGENDA (done out of order)

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

AGENDA ITEM 15-02 MINUTES (done out of order)

Mrs. Neale offered a **motion** to approve the Center Board minutes for November 25, 2014. Dr. Acuff **seconded** the motion. **The motion passed with Mrs. Puryear absent.**

AGENDA ITEM: 15-03 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 15-04 DIRECTOR'S COMMENTS

1. Mr. Bosselman reported that, as a follow up to a suggestion at the last Board meeting, he checked with PVCC to see if they would offer an EMT course that CATEC students could attend. They said that they would. However, there are only six students enrolled in the CATEC class and one had already taken EMT. The students were asked if they would prefer to take the EMT class or the Firefighting II; they all preferred the Firefighting II class from which they will be able to earn several certifications. EMT will stay in the Program of Studies. Mr. Koleszar commented that the close partnership with PVCC (for both CATEC and PVCC students) is one of the key cornerstones of the Strategic Plan.
2. The audit of the financial records was completed in December; everything was fine. The changes the auditors requested were to change the level of inventoried equipment from \$500 to \$2500, make deposits/go to the bank twice a week, and receipt each deposit separately (which CATEC is doing).

3. There is a \$100 million grant from the Department of Labor and Industry that is available, but it has to go through the local Workforce Investment Board. It is for launching apprenticeship models in high-growth fields as well as to support apprenticeship. CATEC is working with the Workforce Investment Board; they are the ones who have to apply for the grant. Mr. Koleszar repeated that if there is anything the Board, or the school systems, can do to help the process, let them know.
4. Mr. Bosselman stated that the proposed trip to France has been cancelled; there was not enough student interest.
5. Mrs. Neale explained the surveys that had been handed out to the Board; she asked that they be completed and returned.

AGENDA ITEM: 15-05 ANNUAL ORGANIZATION

A: Election of Chairperson

Mr. Steve Koleszar was elected as the Chairperson for January 2015 to January 2016. Mrs. Moynihan offered a **motion** to nominate Mr. Koleszar and Dr. Acuff **seconded** the motion.

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

NAYS:

ABSENT: Mrs. Puryear and Mr. Michie.

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

Mr. Koleszar took over the meeting.

B: Election of Vice Chairperson

Mrs. Willa Neale was elected as Vice Chairperson. Mrs. Moynihan offered a **motion** to nominate Mrs. Neale and Dr. Acuff **seconded** the motion.

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

NAYS:

ABSENT: Mrs. Puryear.

The motion carried by a 5:0:1 vote.

C: Election of Clerk

Ms. Leslie Chisholm was elected as the Clerk. Mr. Michie offered a **motion** to nominate Ms. Chisholm and Mrs. Neale **seconded** the motion. **The motion passed with Mrs. Puryear absent.**

D: Election of Deputy Clerk

Mrs. Debbie Gannon was elected as the Deputy Clerk. Mrs. Neale offered a **motion** that Mrs. Gannon serve in the role of Deputy Clerk and Mr. Michie **seconded** the motion. **The motion passed with Mrs. Puryear absent.**

E: Election of Superintendent of Record

Dr. Pam Moran was elected as the Superintendent of Record for the 2015 Center Board. Mrs. Moynihan offered the **motion** to elect Dr. Moran as Superintendent of Record and Mrs. Neale **seconded** the motion. **The motion passed with Mrs. Puryear absent.**

F: Legal Counsel Recommendation

Mr. Koleszar explained that the Center Board authorizes the Director to use counsel on an "as needed" basis. Mr. Michie offered a **motion** to use counsel as necessary. Mrs. Moynihan **seconded** it and **the motion passed with Mrs. Puryear absent.**

G: Appointment of Fiscal Officer

Mr. Jason Vandever, Charlottesville City Treasurer, was elected as Fiscal Officer. Mrs. Neale offered a **motion** to appoint Jason Vandever from the City of Charlottesville as CATEC's fiscal officer. Dr. Acuff **seconded** the motion. **The motion passed with Mrs. Puryear absent.**

H: Establishment of Date and Time of Meetings

Dr. Acuff offered a **motion** to adopt the date and location of the meetings as provided in the packet. Mrs. Neale **seconded** the motion. **The motion passed with Mrs. Puryear absent.**

I-J: Authorization to Sign Documents in the Absence of the Superintendent of Record

Mr. Koleszar indicated that, traditionally, this has gone to the other Superintendent. Mrs. Neale offered a **motion** to appoint Dr. Rosa Atkins as the designee to represent and sign documents for the Superintendent of Record in the absence of the Superintendent. Mr. Michie **seconded** it. **The motion passed with Mrs. Puryear absent.**

K: Policy Recommendation

Mr. Michie offered a **motion** for the Center Board to continue to follow the policies and procedures of Albemarle County except when the Center Board has its own specific Board policies. Dr. Acuff **seconded** the motion. **The motion passed with Mrs. Puryear absent.**

AGENDA ITEM: 15-06 APPROVAL OF FINANCIAL STATUS

Mr. Bosselman reported – with input from Ms. Critzer, CATEC Bookkeeper – that there is nothing out-of-line with regard to expenditures vs revenue. She stated that “we’re about over half-way there with the revenue which is where we should be; everything is in tip-top shape.” Mr. Michie offered a **motion** to approve the financial statements. Dr. Acuff **seconded** the motion and it **passed with Mrs. Puryear absent.**

AGENDA ITEM: 15-07 PROGRAM OF STUDIES

Mr. Bosselman reported that the four new courses have been added into the Program of Studies: Pharmacy Tech, Medical Coding, and the two Networking classes. Other than those additions, the Program of Studies is the same. According to Mr. Bosselman, the teachers have requested that the institutes be called “academies” instead; the rationale being that the other schools also have academies. There was discussion about the pros and cons of making the change. Mr. Michie offered a **motion** to rename the institutes as academies and substitute “academies” for “institutes” for all purposes. Dr. Acuff **seconded** the motion and it **passed with Mrs. Puryear absent.** (Mr. Koleszar stated that it is the consensus of the Board that there will be further clarification on this topic with regard to differentiation between CATEC and the other schools’ academies with the renaming of CATEC.)

Mrs. Gannon explained what she does to promote the programs at CATEC. A discussion followed about dual enrollment classes as well as the need for the City, the County, and CATEC to use the same course codes – the CTE state course code. Dr. Moran stated that the challenge is to reach the students at a level that has them see these courses as being substantively different; it cannot always be done through traditional means. Dr. Atkins talked about aligning the Medical Coding class with what is being done at PVCC. There was discussion about when to start the new classes –this coming fall or the following year; the timing is a challenge. Getting input from the industry/community panels is a major part of what the academies are all about; they will help to shape the courses and the content. Mr. Koleszar concluded the discussion by stating that the Program of Studies should go out “as is,” realizing that some of the courses may not be taught the

first year. The message needs to be honed. Dr. Acuff offered a **motion** to approve the Course of Studies and approve the marketing going forward for SY 2015-16. Mrs. Neale **seconded** the motion. Mr. Michie and Mr. Koleszar reiterated that the Medical Coding description be reworded to include salaries and the length of the course. The guidance counselors need to be involved as well as parents. **The motion passed with Mrs. Puryear absent.**

AGENDA ITEM: 15-08 **2015-16 FUNDING REQUEST**

Mr. Bosselman explained – in detail – this year’s request. The request contains staffing and expenditures related to the Strategic Plan. He said that \$116,000 will be taken from the fund balance to fund the Strategic Plan Coordinator position. The variance between the 2014-15 approved budget and the proposed 2015-16 budget is \$66,000, but there were two apparent errors in the 2014-15 budget which would make the variance actually \$39,000.

Dr. Moran summarized by saying that the mistakes have been corrected and the amount requested from the City and County is less than requested in last years’ budget. Mr. Bosselman stated the contributions from the City and County will be \$53,000 less than last year. Mr. Koleszar called to everyone’s attention page #4 which gives the total picture.

Mr. Koleszar went on to clarify that the fund balance is coming per a formula which, therefore, does not reflect current year fund balance. According to Mr. Bosselman, based on these numbers, the fund balance should go up, at least, \$316,000.

The fund balance will be in good shape next year. Mr. Bosselman reiterated that he is submitting a balanced budget by using more fund balance than in prior years because there is a larger fund balance. There was discussion about the staff increases and when they would be implemented. Mr. Koleszar stated that it would be 2.3% for classified employees and 2% for teachers starting January 1. Mr. Bosselman indicated that was not what was calculated in this budget, but it will be adjusted to correct the percentages which will become effective mid-year.

Mr. Koleszar stated that the final CATEC numbers will be approved when the County and the City approve their budgets. Dr. Moran stated that, because this budget means a decreased contribution for Albemarle County, she is less concerned about approving the budget with these changes.

Dr. Acuff offered a **motion** to approve the budget with the changes

1. to reflect the current Albemarle County salary proposal for classified personnel as well as teachers and
2. to reflect proposed “hold harmless” for the insurance payments for those first three months in line with Albemarle County policies.

Mrs. Neale **seconded** the motion and it **passed with Mrs. Puryear absent.**

AGENDA ITEM: 15-09 **STRATEGIC PLANNING UPDATE**

Dr. Moran updated the Board on the Strategic Planning Coordinator position. Both Dr. Moran and Dr. Atkins met with their HR staff about two weeks ago to finalize the job description. The posting closes on January 27th. The City and the County are working together to review the applications. By January 1/30, they will determine which candidates will be interviewed and the interviews will be scheduled by 2/10. The final interviews with the two Superintendents will be scheduled by 2/12. The position will start as soon as possible. There was discussion about having a Center Board member on the interview panel for both this position and that of the CATEC Director. Mr.

Koleszar feels that there is a need for the Center Board to be more engaged with its oversight and direction role. It was confirmed that both positions will need to be approved by the Board.

There was also discussion about the timetable for the Director's position and the goal is to have that person identified and offer made by April 1. Dr. Moran stated that HR representatives from the City and the County met and have mapped out a time frame including revising the job description. They will meet with the CATEC staff to get their perspective as well as reaching out to other groups to get different perspectives on what is being sought in that role. Dr. Moran also explained where the position will be posted. Mr. Koleszar stated that he felt that Board needs to have an important role in giving feedback as to the requirements for the position.

Dr. Moran reminded the board that, because the position is several paygrades below the superintendent, she – as the superintendent - has the capability to go ahead and make an offer, hire with a start date, and then inform the Board. The information would be shared via email with the Board along with résumé and background information. The candidate will attend the next Board meeting. Dr. Moran felt that the Strategic Plan Coordinator will be taking on the task of renaming CATEC.

AGENDA ITEM: 15-10 **ADA COMPLIANCE REVIEW**

Mr. Bosselman reported on where CATEC stood with the ADA compliance and he provided an update on what is left to be completed. The Office of Civil Rights is the federal agency which has mandated this renovation. There was discussion about what had to be done and why and Mr. Bosselman reviewed the pictures and the process included in the Board book. According to Mr. Tistadt, the money to pay for this project has already been budgeted on both the City and the County side.

AGENDA ITEM: 15-11 **OTHER BUSINESS**

There was none.

AGENDA ITEM: 15-12 **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 (3) for the purpose of discussing publicly held real property . Mr. Michie seconded the motion and **the motion passed with Mrs. Puryear 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. Moynihan **seconded the motion and roll was called:**

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

NAYS:

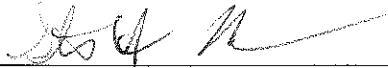
ABSENT: Mrs. Puryear.

The motion carried by a 5:0:1 vote.

Mrs. Neale offered a **motion** to authorize Dean Tistadt to negotiate the highest rated offer for appraisal. Mr. Michie **seconded** the motion and it **passed with Mrs. Puryear absent**.

ADJOURNMENT

At 7:58 p.m. Mr. Koleszar adjourned the meeting of the CATEC Center Board.




Chairperson



Clerk



Date



Date