



*PROPOSED AGENDA FOR A REGULAR MEETING
OF THE CATEC CENTER BOARD
April 21, 2015 – 6:00 p.m.*

| Order of Business | Agenda Item | Subject | Action Informational | |
|-------------------|-------------------------|--------------|----------------------------|----------|
| 6:00 p.m. | Roll Call | | | |
| | Agenda | 15-24 | Adoption of Agenda | A |
| | Minutes | 15-25 | Approval of Minutes | A |
| 6:05 p.m. | Community Participation | 15-26 | Public Comments | I |
| 6:10 p.m. | Business | 15-27 | Property Appraisal | I |
| 6:25 p.m. | Director's Comments | 15-28 | Director's Comments | I |
| 6:30 p.m. | | 15-29 | Program Presentation | I |
| 6:50 p.m. | Closed Session | 15-30 | Personnel | A |
| 7:15 p.m. | Adjournment | | | |

Next meeting date: Tuesday, May 19, 2015
Center Board 5:00
Dinner TBA
Joint Board TBA

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Minutes

Date: April 21, 2015
Enclosures: 1

APPROVAL OF
MINUTES

Background Information:

The minutes for the Center Board meeting on March 17, 2015 are enclosed.

Recommendation:

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

Item Number: 15-25

MEETING MINUTES OF THE CATEC CENTER BOARD

March 17, 2015

At 6:04 p.m., Mr. Steve Koleszar called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Leah Puryear, Mr. Ned Michie, Mrs. Pam Moynihan, Mrs. Willa Neale, and Mr. Steve Koleszar.

BOARD MEMBERS ABSENT: Dr. Kate Acuff.

STAFF MEMBERS PRESENT: Mr. Bruce Bosselman, Interim Director; Mrs. Deborah Gannon, Assistant Principal; Ms. Leslie Chisholm, Clerk; and Mr. Paul Johnson, Automotive Technology Instructor.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pam Moran, Albemarle County Superintendent; Ms. Linda Seaman; Mr. Guy Moffatt; Mr. George Michie; Ms. Lisa Morales (CHS); Ms. Meghan Parsons (AHS); Mr. Irvin Johnson (MHS); Ms. Virginia Elgort (Murray); and Ms. Amy Wright (WAHS).

AGENDA ITEM 15-13 AGENDA

Mr. Koleszar suggested that Agenda item #15-18 Appointment of Foundation Board be changed from an Action item to an Information item. It is now informational because the CATEC Bylaws, the Foundation Board Bylaws, and other Foundation issues will be discussed. Mrs. Puryear offered a **motion** to approve the agenda with the changes and Mrs. Neale **seconded** it. **The motion passed with Dr. Acuff absent.**

AGENDA ITEM 15-14 MINUTES

Mr. Michie offered a **motion** to approve the Center Board minutes for January 20, 2015. Mrs. Moynihan **seconded** the motion. **The motion passed with Dr. Acuff absent.**

AGENDA ITEM: 15-15 PUBLIC COMMENTS

There were no public comments.

Mr. Koleszar thanked the members of the Foundation Board and the Guidance Department Directors for attending.

AGENDA ITEM: 15-16 APPROVAL OF FINANCIAL STATUS

Mrs. Puryear offered a **motion** to approve the financial statement. Mrs. Moynihan **seconded** the motion and **it passed with Dr. Acuff absent.** Mr. Bosselman stated that, overall, the revenue and expenses are what they should be this time of year. Mr. Bosselman clarified the technology line item; it is technology purchased, for solely student use, that CATEC will be reimbursed for through the technology grant from the State. This was discussed at the last meeting.

AGENDA ITEM: 15-17 AUDIT

Mr. Bosselman called the Board's attention to the report provided. There were only two points the auditors made: 1. The recommendation that CATEC go to the bank three days a week. 2. There was an issue with a principal signing a check made out to the principal. Mr. Bosselman stated that Adult Education funds are why it is necessary to go to the bank so often. Mrs. Puryear offered a **motion** to receive the audit and Mrs. Neale **seconded** the motion. **The motion passed with Dr. Acuff absent.**

AGENDA ITEM: 15-18 APPOINTMENT OF FOUNDATION BOARD

Mr. Koleszar thanked the Foundation Board for their work on revising the bylaws and their sense of enthusiasm about revitalizing the Foundation. The Foundation Board members introduced themselves: Linda Seaman, Guy Moffatt, George Michie, and Hal Hurka. Mr. Hurka, Foundation Vice-President, handed out a list of present members and he reviewed the Foundation Board's history and original purpose. In addition, he explained the rationale for how each present Board member was chosen. It is the Board's intention to update the bylaws and requested the Center Board's input before they are finalized.

Mr. Hurka gave details about the anonymous \$500,000 donation recently made to the Foundation. He gave Mrs. Pagonakis credit for being the lead person who spent a lot of time bringing this donation to fruition so quickly. There is a scholarship sub-committee (Mrs. Pagonakis, Mrs. Gannon, and Ms. Seaman) which clarified what the donor is trying to achieve; the main goal being to "change the recipients' lives." Mr. Koleszar requested a copy of the formal contract. Ms. Seaman clarified that this scholarship is only for CATEC students-both high school and adult - and a list of items that would be covered was provided. Dr. Atkins stated that a donation of this size will inspire others and sends a clear message that the work that is going on at CATEC is meaningful to the young people and our community. Having it occur at the same time that the Strategic Plan is being implemented and shaped will really mean that CATEC will be able to realize the goal of a community career pathway. The list of parameters was discussed as well as the specifics of the endowment. The donor's wish was that the funds encourage students to attend CATEC as a high school or an adult student.

Mr. Koleszar requested clarification of the Foundation's purpose, which Mr. Hurka explained was, in part, tied to the Strategic Plan. Membership on the Board also needs to be spelled out; the deeper the pool, the better the options. The Secretary's position was discussed as was handling the Foundation's funds and Mr. Koleszar suggested the procedures need to be spelled out. Mr. Hurka reiterated that a final draft will be forwarded to the Center Board for approval and he welcomed their suggestions. Mr. Koleszar said that there will be an additional meeting in April and reviewing the bylaws could be on that agenda. He hoped it would be an open process for new members and not only a self-selecting group. There are advantages to both methods and suggested that the process – such as length and timing of terms – be less ad hoc. Dr. Atkins stated that many of the Boards on which she and Dr. Moran sit put in place some type of errors and omission coverage for their members. If they are thinking about growing the Foundation and the revenue through donations, that might be an area that the Foundation should consider. Another issue to consider would be will the person signing the checks need to be bonded. Mr. Ned Michie offered a **motion**

for the appointment of the listed members for a one-year term. Mrs. Puryear **seconded** the motion and **it passed with Mr. Michie abstaining and Dr. Acuff absent.**

AGENDA ITEM: 15-19 **DIRECTOR'S COMMENTS**

Mr. Bosselman stated that he is the regional coordinator for apprenticeships and, in that role, he reports into the Virginia Community College system. They administer the related instruction portion of apprenticeship. That is switching from the Virginia Community College system to the Department of Labor and Industry as of July 1. There is money attached to it and he is not sure how that will impact CATEC, but he believes it will be a good thing.

CATEC's building automation system (HVAC) that is currently in place is obsolete and there are no new parts available for the system. Consequently, it will need to be upgraded in the next 2-3 years. The City has the same issues. A rough estimate of the cost is \$150,000-\$200,000 and it is not included in CATEC's CIP. There will, however, be spare parts as the City schools are being upgraded.

Mr. Koleszar stated that there is a need to have an April meeting because, at that point, a new Director and the Strategic Planning person will need to be hired. The Foundation bylaws will also need to be addressed. April 21, 2015 at 6:00 was chosen; the agenda will be Personnel and the Foundation.

Mr. Bosselman reported that there are not many students enrolled in the new classes. Dr. Atkins reminded the Board that the timing of these new classes may hinder the programs being promoted.

AGENDA ITEM: 15-20 **AUTOMOTIVE TECHNOLOGY**

Mr. Paul Johnson spoke, in depth, about his program during his presentation "Tomorrow's Technicians Today." His topics included the certifications students can earn, the job prospects, potential earning capability, the business partners, and the success of his graduates. Each guest explained how much their training at CATEC has helped them in their career.

AGENDA ITEM: 15-21 **STRATEGIC PLANNING UPDATE**

Dr. Moran and Dr. Atkins provided the context for the discussion with the Guidance Directors: Lisa Morales (CHS), Meghan Parsons (AHS), Irvin Johnson, (MHS), Virginia Elgort (Murray), and Amy Wright (WAHS). The opening question was how can the Center Board support the guidance counselors as they communicate with the students about the programs offered at CATEC.

There was discussion about the new courses being offered and how starting at the middle school level would encourage students to consider CATEC. Career Longevity can be obtained through certifications at CATEC.

Dr. Moran and Dr. Atkins summarized the Guidance Directors' main points:

- Half day program is a consideration
- The stigma associated with CATEC
- Profile offerings/outcomes that will resonate with parents and students
- Have successful graduates talk to potential students

- English and math may not be the courses to pair with CATEC; perhaps add Economics and Personal Finance along with virtual Health and PE at CATC
- Schedule flexibility

There was also a discussion about the advantages of locating CATEC's campus at PVCC. (A detailed list of Guidance Directors' suggestions/comments is available.)

AGENDA ITEM: 15-22 AMENDED BUDGET

Mr. Bosselman explained the changes in the budget. CATEC's original budget stated a 2.3% salary increase for teachers starting at the beginning of the year. The County had a 2% increase starting in the middle of the year in its budget. Mrs. Neale offered a **motion** to approve the amended budget and Mrs. Moynihan **seconded** the motion. **The motion passed with Dr. Acuff absent.**

AGENDA ITEM: 15-23 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 Dr. Acuff 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. Mr. Michie **seconded** the motion **and roll was called:**

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

NAYS:

ABSENT: Dr. Acuff

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

Mrs. Neale offered a **motion** to accept the personnel recommendation of Mrs. Hall as bookkeeper. Mr. Michie **seconded** the motion and **it passed with Dr. Acuff absent.**

ADJOURNMENT

At 8:15 p.m. Mr. Koleszar adjourned the meeting of the CATEC Center Board.

Chairperson

Clerk

Date

Date

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Property Appraisal

Date: April 21, 2015
Enclosures:

INFORMATIONAL

Background Information:

At the November 25, 2014 meeting, Mr. Dean Tistadt, Albemarle County Chief Operating Officer presented information about the Request for Proposal (RFP) for the CATEC property appraisal for the Board's consideration. The RFP also requested a marketing analysis to determine if the current zoning is that which best supports community needs in that region of the county. At that meeting, the Board directed Mr. Tistadt to go forward and to include separate and distinct pricing for different evaluations of the property in the RFP.

Recommendation:

It is recommended that the Center Board review the follow-up information provided by Mr. Tistadt.

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Dental Program Presentation

Date: April 21, 2015
Enclosure:

INFORMATIONAL

Background Information:

There will be a presentation and a discussion about the Dental Assistant Program at CATEC. In addition, the instructor will review the job market for these graduates and showcase the success some Dental Assistant students have attained.

Recommendation:

The information about the Dental Assistant program will be presented to the Center Board for review and discussion.