



*PROPOSED AGENDA FOR A REGULAR MEETING  
OF THE CATEC CENTER BOARD  
May 19, 2015 – 5:00 p.m.*

Order of Business	Agenda Item	Subject	Action Informational	
5:00 p.m.	Roll Call			
	<b>Agenda</b>	<b>15-31</b>	<b>Adoption of Agenda</b>	<b>A</b>
<b>5:05 p.m.</b>	<b>Minutes</b>	<b>15-32</b>	<b>Approval of Minutes</b>	<b>A</b>
<b>5:10 p.m.</b>	<b>Closed Session</b>	<b>15-33</b>	<b>Personnel</b>	<b>A</b>
<b>5:15 p.m.</b>	<b>Financials</b>	<b>15-34</b>	<b>Approval of Financial Status</b>	<b>A</b>
<b>5:20 p.m.</b>	<b>Center Board</b>	<b>15-35</b>	<b>Local Plan for Career and Technical Education</b>	<b>A</b>
5:30 p.m.	Adjournment			

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**Next meeting date: Tuesday, August 18, 2015**

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Minutes

Date: May 19, 2015

Enclosures: 1

APPROVAL OF  
MINUTES

**Background Information:**

The minutes for the Center Board meeting on April 21, 2015 are enclosed.

**Recommendation:**

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

## MEETING MINUTES OF THE CATEC CENTER BOARD

April 21, 2015

At 6:00 p.m., Mr. Steve Koleszar called to order the meeting of the CATEC Center Board.

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

**BOARD MEMBERS ABSENT:**

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

**OTHERS PRESENT:** Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pam Moran, Albemarle County Superintendent; Mr. Guy Moffatt, Foundation Board member; Mr. Chad Ratliff, Albemarle County Assistant Director of Instruction; and Ms. Clare Keiser, Albemarle County Assistant Director for Educator Quality

### **AGENDA ITEM 15-24    AGENDA**

There was discussion about the property assessment agenda item being moved to Closed Session. Mrs. Puryear offered a **motion** to approve the agenda with the amendment to put the property appraisal under Closed Session. Dr. Acuff **seconded** the motion and it **passed with Mr. Michie and Mr. Koleszar opposed**.

### **AGENDA ITEM 15-25    MINUTES**

Mrs. Moynihan offered a **motion** to approve the Center Board minutes for March 17, 2015. Mrs. Puryear **seconded** the motion. **The motion passed with Dr. Acuff abstaining**.

### **AGENDA ITEM: 15-26    PUBLIC COMMENTS**

There were no public comments.

### **AGENDA ITEM: 15-27    PROPERTY APPRAISAL**

This agenda item was moved to Closed Session.

### **AGENDA ITEM: 15-28    DIRECTOR'S COMMENTS**

Mr. Bosselman introduced Mrs. Pat Tisdelle, Dental Assistant Instructor.

### **AGENDA ITEM: 15-29    PROGRAM PRESENTATION**

Mrs. Tisdelle has taught at CATEC for 4 1/2 years. She gave an overview of her students and provided details about the program: certificates earned, community projects, job/pathway possibilities, skills learned, and potential earning capability. In addition, she handed out a list of the local service providers who are on her Advisory Board.

**AGENDA ITEM: 15-30      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 and Subsection (3) for the purpose of discussing publicly held real property. Mrs. Puryear **seconded** the motion and **the motion passed unanimously**.

**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. 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 hire Craig P. Smith as the Dean of Academics for CATEC. Mrs. Puryear **seconded** the motion and it **passed unanimously**. Mr. Michie offered a **motion** to appoint Catherine Lee as the Strategic Plan and Workforce Development Officer. Mrs. Puryear **seconded** the motion and it **passed unanimously**. Mr. Koleszar offered a **motion** to accept the resignations of Bob Bressan and Anthony Holland. Mr. Michie **seconded** the motion and it **passed unanimously**.

**ADJOURNMENT**

At 7:21 p.m. Mr. Koleszar adjourned the meeting of the CATEC Center Board.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Financial Status

Date: May 19, 2015  
Enclosures: 2

APPROVAL OF  
FINANCIAL STATUS

**Background Information:**

The financial reports for February and March 2015 are enclosed for the Board's review.

**Recommendation:**

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

Item Number: 15-34

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

Page: 1  
 Date: 04/16/15  
 Time: 10:37:47

Code	Description	Estimated Revenue	Est. Revenue For FEBRUARY	Revenue For FEBRUARY	Revenue YTD	Unrealized Balance	Percent Real
FD 1 GENERAL FUND							
PJT 000 NONCATEGORICAL							
1501020	INTEREST ON INVESTMENTS	\$ 0.00	\$ 0.00	\$ 8.44	\$ 2,416.86	\$ 2,416.86	100.00
1502010	RENTS	\$ 10,000.00	\$ 0.00	\$ 1,426.57	\$ 4,890.32	\$ 5,109.68	48.90
1612060	ADULT DAY TUITIONS	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 4,850.00	\$ 1,850.00	161.67
1803030	REBATES AND REFUNDS	\$ 25,000.00	\$ 0.00	\$ 0.00	\$ 30,444.94	\$ 5,444.94	121.78
1899120	OTHER FUNDS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,026.79	\$ 3,026.79	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	\$ 1,058,913.75	\$ 819,763.25	56.36
1901020	OTHER PAYMENTS FROM ANOTHER COUNT	\$ 115,000.00	\$ 0.00	\$ 0.00	\$ 44,075.94	\$ 70,924.06	38.33
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	\$ 121,010.26	\$ 1,380,815.30	\$ 897,945.70	60.60
PJT 101 ADULT ED							
1612030	SALES OF TEXTBOOKS	\$ 11,000.00	\$ 0.00	\$ 355.00	\$ 12,840.00	\$ 1,840.00	116.73
1612060	ADULT ED NIGHT FEES	\$ 110,000.00	\$ 0.00	\$ 6,450.00	\$ 162,476.19	\$ 52,476.19	147.71
1803030	REBATES AND REFUNDS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 426.17	\$ 426.17	100.00
1899120	OTHER FUNDS	\$ 2,500.00	\$ 0.00	\$ 341.00	\$ 1,060.00	\$ 1,440.00	42.40
101	ADULT ED	\$ 123,500.00	\$ 0.00	\$ 7,146.00	\$ 176,802.36	\$ 53,302.36	143.16
PJT 200 APPRENTICESHIP							
1612030	SALES OF TEXTBOOKS	\$ 23,000.00	\$ 0.00	\$ 1,715.00	\$ 25,952.80	\$ 2,952.80	112.84
1899050	SALE OF SUPPLIES	\$ 0.00	\$ 0.00	\$ 60.00	\$ 60.00	\$ 60.00	100.00
1899120	APPRENTICE FEES	\$ 130,000.00	\$ 0.00	\$ 32,697.00	\$ 106,726.00	\$ 23,274.00	82.10
899122	OTHER FUNDS	\$ 300.00	\$ 0.00	\$ 0.00	\$ 1,208.50	\$ 908.50	402.83
2402990	OTHER STATE FUNDS	\$ 13,000.00	\$ 0.00	\$ 7,415.00	\$ 15,724.00	\$ 2,724.00	120.95
200	APPRENTICESHIP	\$ 166,300.00	\$ 0.00	\$ 41,887.00	\$ 149,671.30	\$ 16,628.70	90.00
1	GENERAL FUND	\$ 2,568,561.00	\$ 0.00	\$ 170,043.26	\$ 1,707,288.96	\$ 861,272.04	66.47
GRAND TOTAL		\$ 2,568,561.00	\$ 0.00	\$ 170,043.26	\$ 1,707,288.96	\$ 861,272.04	66.47

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

Page: 1  
 Date: 04/16/15  
 Time: 10:11:06

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For FEBRUARY	Expenditures Year-to-Date	Available Balance	Percent Used
<b>FD 1 GENERAL FUND</b>							
<b>PJT 000 NON-CATEGORICAL</b>							
61100	Classroom Instruction	\$ 1,302,632.05	\$ 0.00	\$ 75,477.05	\$ 510,499.23	\$ 792,132.82	39.19
61310	Improvement of Instruction	\$ 79,888.00	\$ 0.00	\$ 3,481.30	\$ 22,378.85	\$ 57,509.15	28.01
61410	Office of the Director	\$ 399,735.66	\$ 0.00	\$ 31,181.48	\$ 233,761.68	\$ 165,973.98	58.48
62110	Board Services	\$ 46,678.00	\$ 0.00	\$ 1,530.40	\$ 16,376.92	\$ 30,301.08	35.08
62160	Fiscal Services	\$ 94,734.00	\$ 0.00	\$ 5,810.19	\$ 49,511.26	\$ 45,222.74	52.26
63200	Vehicle Operation	\$ 6,300.00	\$ 0.00	\$ 0.00	\$ 1,078.89	\$ 5,221.11	17.13
64100	Maintenance Management	\$ 81,215.00	\$ 0.00	\$ 4,542.63	\$ 30,987.79	\$ 50,227.21	38.16
64200	Building Services	\$ 216,713.00	\$ 0.00	\$ 9,137.98	\$ 130,670.05	\$ 86,042.95	60.30
64300	Grounds Services	\$ 4,000.00	\$ 0.00	\$ 12.95	\$ 1,355.06	\$ 2,644.94	33.88
68000	Technology	\$ 17,000.00	\$ 0.00	\$ 0.00	\$ 71,070.08	\$ 54,070.08	418.06
000	NON-CATEGORICAL	\$ 2,253,895.71	\$ 0.00	\$ 131,173.98	\$ 1,069,509.61	\$ 1,184,386.10	47.45
<b>PJT 101 ADULT ED</b>							
61100	Classroom Instruction	\$ 145,656.00	\$ 0.00	\$ 16,486.24	\$ 108,438.22	\$ 37,217.78	74.45
101	ADULT ED	\$ 145,656.00	\$ 0.00	\$ 16,486.24	\$ 108,438.22	\$ 37,217.78	74.45
<b>PJT 130 SUMMER SCHOOL</b>							
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
<b>PJT 200 APPRENTICESHIP</b>							
61100	Classroom Instruction	\$ 163,144.00	\$ 0.00	\$ 8,601.33	\$ 51,949.20	\$ 111,194.80	31.84
200	APPRENTICESHIP	\$ 163,144.00	\$ 0.00	\$ 8,601.33	\$ 51,949.20	\$ 111,194.80	31.84
1	GENERAL FUND	\$ 2,568,695.71	\$ 0.00	\$ 156,261.55	\$ 1,229,897.03	\$ 1,338,798.68	47.88
<b>GRAND TOTAL</b>		\$ 2,568,695.71	\$ 0.00	\$ 156,261.55	\$ 1,229,897.03	\$ 1,338,798.68	47.88

**CORRECTED BOOK BALANCE AT 1/31/2015**

**\$950,479.47**

**BOOK BALANCE AT 2/28/2015**

**\$964,261.18**

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

Page: 1  
 Date: 04/20/15  
 Time: 13:29:05

Code	Description	Estimated Revenue	Est. Revenue For	MARCH	For	Revenue MARCH	Revenue YTD	Unrealized Balance	Percent Real
FD 1 GENERAL FUND									
PJT 000 NONCATEGORICAL									
1501020	INTEREST ON INVESTMENTS	\$ 0.00	\$	0.00	\$	197.11-	\$ 2,613.97-	\$ 2,613.97	100.00
1502010	RENTS	\$ 10,000.00	\$	0.00	\$	0.00	\$ 4,890.32	\$ 5,109.68	48.90
1612060	ADULT DAY TUITIONS	\$ 3,000.00	\$	0.00	\$	0.00	\$ 4,850.00	\$ 1,850.00-	161.67
1803030	REBATES AND REFUNDS	\$ 25,000.00	\$	0.00	\$	0.00	\$ 30,444.94	\$ 5,444.94-	121.78
1899120	OTHER FUNDS	\$ 0.00	\$	0.00	\$	0.00	\$ 3,026.79-	\$ 3,026.79	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	\$	0.00	\$ 1,058,913.75	\$ 819,763.25	56.36
1901020	OTHER PAYMENTS FROM ANOTHER COUNT	\$ 115,000.00	\$	0.00	\$	0.00	\$ 44,075.94	\$ 70,924.06	38.33
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	\$	197.11-	\$ 1,380,618.19	\$ 898,142.81	60.59
PJT 101 ADULT ED									
1612030	SALES OF TEXTBOOKS	\$ 11,000.00	\$	0.00	\$	487.50	\$ 13,327.50	\$ 2,327.50-	121.16
1612060	ADULT ED NIGHT FEES	\$ 110,000.00	\$	0.00	\$	6,626.81	\$ 169,103.00	\$ 59,103.00-	153.73
1803030	REBATES AND REFUNDS	\$ 0.00	\$	0.00	\$	0.00	\$ 426.17	\$ 426.17-	100.00
1899120	OTHER FUNDS	\$ 2,500.00	\$	0.00	\$	659.06-	\$ 400.94	\$ 2,099.06	16.04
101	ADULT ED	\$ 123,500.00	\$	0.00	\$	6,455.25	\$ 183,257.61	\$ 59,757.61-	148.39
PJT 200 APPRENTICESHIP									
1612030	SALES OF TEXTBOOKS	\$ 23,000.00	\$	0.00	\$	310.00	\$ 26,262.80	\$ 3,262.80-	114.19
1899050	SALE OF SUPPLIES	\$ 0.00	\$	0.00	\$	0.00	\$ 60.00	\$ 60.00-	100.00
1899120	APPRENTICE FEES	\$ 130,000.00	\$	0.00	\$	2,505.00	\$ 109,231.00	\$ 20,769.00	84.02
1899122	OTHER FUNDS	\$ 300.00	\$	0.00	\$	0.00	\$ 1,208.50	\$ 908.50-	402.83
2402990	OTHER STATE FUNDS	\$ 13,000.00	\$	0.00	\$	0.00	\$ 15,724.00	\$ 2,724.00-	120.95
200	APPRENTICESHIP	\$ 166,300.00	\$	0.00	\$	2,815.00	\$ 152,486.30	\$ 13,813.70	91.69
1	GENERAL FUND	\$ 2,568,561.00	\$	0.00	\$	9,073.14	\$ 1,716,362.10	\$ 852,198.90	66.82
GRAND TOTAL		\$ 2,568,561.00	\$	0.00	\$	9,073.14	\$ 1,716,362.10	\$ 852,198.90	66.82



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

Page: 1  
 Date: 04/20/15  
 Time: 13:17:40

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For MARCH	Expenditures Year-to-Date	Available Balance	Percent Used
FD 1 GENERAL FUND							
PJT 000 NON-CATEGORICAL							
61100	Classroom Instruction	\$ 1,302,632.05	\$ 0.00	\$ 162,884.39	\$ 673,383.62	\$ 629,248.43	51.69
61310	Improvement of Instruction	\$ 79,888.00	\$ 0.00	\$ 4,944.16	\$ 27,323.01	\$ 52,564.99	34.20
61410	Office of the Director	\$ 399,735.66	\$ 0.00	\$ 61,066.09	\$ 294,827.77	\$ 104,907.89	73.76
62110	Board Services	\$ 46,678.00	\$ 0.00	\$ 4,306.88	\$ 20,683.80	\$ 25,994.20	44.31
62160	Fiscal Services	\$ 94,734.00	\$ 0.00	\$ 6,911.72	\$ 56,422.98	\$ 38,311.02	59.56
63200	Vehicle Operation	\$ 6,300.00	\$ 0.00	\$ 98.88	\$ 1,177.77	\$ 5,122.23	18.69
64100	Maintenance Management	\$ 81,215.00	\$ 0.00	\$ 9,085.22	\$ 40,073.01	\$ 41,141.99	49.34
64200	Building Services	\$ 216,713.00	\$ 0.00	\$ 21,121.94	\$ 151,791.99	\$ 64,921.01	70.04
64300	Grounds Services	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 1,355.06	\$ 2,644.94	33.88
68000	Technology	\$ 17,000.00	\$ 0.00	\$ 0.00	\$ 71,070.08	\$ 54,070.08	418.06
000	NON-CATEGORICAL	\$ 2,253,895.71	\$ 0.00	\$ 270,419.28	\$ 1,339,928.89	\$ 913,966.82	59.45
PJT 101 ADULT ED							
61100	Classroom Instruction	\$ 145,656.00	\$ 0.00	\$ 22,394.77	\$ 130,832.99	\$ 14,823.01	89.82
101	ADULT ED	\$ 145,656.00	\$ 0.00	\$ 22,394.77	\$ 130,832.99	\$ 14,823.01	89.82
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	\$ 8,766.19	\$ 60,715.39	\$ 102,428.61	37.22
200	APPRENTICESHIP	\$ 163,144.00	\$ 0.00	\$ 8,766.19	\$ 60,715.39	\$ 102,428.61	37.22
1	GENERAL FUND	\$ 2,568,695.71	\$ 0.00	\$ 301,580.24	\$ 1,531,477.27	\$ 1,037,218.44	59.62
GRAND TOTAL		\$ 2,568,695.71	\$ 0.00	\$ 301,580.24	\$ 1,531,477.27	\$ 1,037,218.44	59.62

**CORRECTED BOOK BALANCE AT 2/28/2015**

**\$964,261.18**

**BOOK BALANCE AT 3/31/2015**

**\$671,754.08**

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Local Plan for CTE

Date: May 19, 2015  
Enclosure: 1

ACTION

**Background Information:**

As part of the annual planning process required by the Virginia Department of Education for Career and Technical Education programs, CATEC must prepare and submit a Local Plan for Career and Technical Education. The enclosed plan has been submitted to VDOE and approval is pending.

**Recommendation:**

The Director recommends that the Board approve the SY15-16 Local Plan for CATEC.

**CTEMS SCHEDULE 1  
Stakeholder Participation/Involvement  
2015-2016 Plan**

**Section 134(a):** The local plan shall be for the same period of time as the State Plan submitted under Section 122. Please check the types of involvement each of the groups below have had in the development of your local plan.  
**Section 134(b)(5):** Describe how parents, students, academic and career and technical education teachers, faculty, administrators, career guidance and academic counselors, ~~representatives of tech prep consortia (if applicable),~~ representatives of the entities participating in activities described in Section 117 of Public Law 105-220 (if applicable), representatives of business (including small business) and industry, labor organizations, representatives of special populations, and other interested individuals are involved in the development, implementation, and evaluation of career and technical education programs assisted under this Act, and how such individuals and entities are effectively informed about, and assisted in understanding the requirements of this title, including career and technical programs of study.

	supplied information	provided substantive consultation	reviewed and critiqued the plan or sections of the plan
Representatives of business/industry	X		X
Representatives of business/industry	X		
Representatives of business/industry	X		X
Representatives of labor organization	X		
Representatives of Workforce Investment Council		X	
Community representatives and other interested individuals	X	X	
Representatives of special populations		X	
Representatives of local community colleges	X	X	
Teachers	X	X	X
Parents	X	X	
Students	X	X	

Describe how the required respective groups were involved in the development, implementation, and evaluation of your career and technical programs utilizing data from prior year(s) and/or any local evaluations that may have been conducted during the 2014-2015 school year.

In each respective meeting groups at each level met to discuss prior data from APRs. That data was analyzed in light of local work force trends and needs. Included in that analysis was local work force data in addition to data provided by CTE Trailblazers, WIA, NAIC and the Weldon Cooper Center. Groups then gave input and direction by from programming and expenditures. Groups evaluated current programming through the assessment of the successful preparation of students for competitive entry into post-secondary training, education or employment.

**CTEMS SCHEDULE 2  
Advisory Committee Participation/Involvement  
2015-2016 Plan**

The local advisory committee for CTE must be involved in the development, implementation, and evaluation of CTE programs. The advisory committee, which meets regularly, is a group of persons representing business and industry, labor organization, Workforce Investment Council, special populations, local community colleges, teachers, parents, students, and other interested community leaders for the purpose of providing recommendations, direction, and assistance to CTE. Other persons may be invited to participate at the discretion of the eligible recipient. Ex-officio members should include the CTE administrator.

This schedule must provide a list of the names of the stakeholders indicated on Schedule 1 that contribute to the development of the local Perkins plan.

List below only one individual from each category (with the exception of business and industry, which must list three-one for each of three different career and technical education programs) on the local advisory committee who have been appointed to serve in the development, implementation, and evaluation of CTE programs. Additional members may be listed on the

<b>Group ID Letter:</b>	<b>P : Parents S : Students T : Teachers L : Labor Organization W : Workforce Investment Council</b>	<b>B&amp;I : Business and Industry (3 minimum) CC : Local Community College SP : Special Populations O : Community Representative/Other Interested Individuals</b>
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NAME/TITLE OR POSITION	NAME OF COMPANY/BUSINESS/ORGANIZATION	GROUP ID LETTER
Dr. Adam Hastings	PVCC	CC
Joel Hughes	Charlottesville Fire Department	B&I
Richard Park	Pinnacle Construction	L
George Cheape	CATEC	T
Morgan Romero	Piedmont Workforce Network	W
Grant Tate	the bridge, ltd	O
DJ Hill	Northrop Grumman	B&I
Brandon Hathaway	Student	S
Joe Thomas	Parent	P
Brenda Walker	Albemarle County Schools	SP
Guy Moffat	Albemarle Heat & Air	B&I

Describe how members of the CTE advisory committee and the stakeholder participants involved in the development of the plan are annually informed about and assist in the understanding of the Act, and list activities planned in which the stakeholders will be involved for the 2015-2016 school year.

CATEC provides stakeholders with multiple opportunities for feedback throughout the year. Each trade area maintains an active business council. Parents and students are given information on annual planning and program development while feedback was solicited through student and parent councils. Teachers and representatives of special populations give focused direction on plan development and implementation through meetings and in-depth consultation. Business, community and community college representatives participate formally in the process through the Joint Vocational Advisory Committee; informally, these representative provide specific feedback relevant to their constituent bases.

**CTEMS SCHEDULE 3**  
**Application for Local Career Cluster/Pathway Plans of Study**  
**2015-2016 Plan**

**INSTRUCTIONS/PROCEDURES**

Assistance for completing CTE Career Cluster/Pathway Plans of Study may be found at:

[http://www.doe.virginia.gov/instruction/career\\_technical/career\\_clusters/index.shtml](http://www.doe.virginia.gov/instruction/career_technical/career_clusters/index.shtml)

Effective school year 2013-2014 and beyond, beginning in middle school, all students shall have an Academic and Career Plan that is reviewed before a student enters the ninth and eleventh grades (8VAC 20-131-140).

Assistance for completing Academic and Career Plans may be found at :

[http://www.doe.virginia.gov/instruction/graduation/academic\\_career\\_plan.shtml](http://www.doe.virginia.gov/instruction/graduation/academic_career_plan.shtml)

As of school year 2012-2103 and thereafter, all divisions shall implement at least one or more Career Pathway Plans of Study representing at least three or more corresponding Career Clusters (Section 134(b)(3)(A)). However, to ensure your division's previous Plans of Study (submitted over the past 8 years) are preparing students to meet local, regional, and state economic and workforce needs, you are advised to review and revise each as necessary. Please e-mail a Microsoft Word file of your completed 2015-2016 Plan of Study to CTE@doe.virginia.gov for separate approval.

**LIST ALL PREVIOUSLY APPROVED PLANS OF STUDY**

CLUSTER	PATHWAY	YEAR SUBMITTED	LOCAL OR STATE TEMPLATE (Please indicate which is being used.)
Architecture & Construction	Design/Pre-Construction-Architecture and	2007-2008	State
Health Science	Therapeutic Services-Health Science	2008-2009	State
Transportation, Distribution, & Logistics	Transportation Operations-Transportation,	2009-2010	State
Transportation, Distribution, & Logistics	Transportation Operations-Transportation,	2009-2010	State
Hospitality & Tourism	Restaurants and Food/Beverage Services-	2011-2012	State
Health Science	Therapeutic Services-Health Science	2013-2014	State
Science, Technology, Engineering, & Architecture & Construction	Science and Math-Science, Technology, Construction-Architecture and Construction	2013-2014 2014-2015	Local State

**Application for Local Career Cluster/Pathway Plans of Study  
2015-2016 Plan**

**Please e-mail a Microsoft Word file of your completed 2015-2016 Career Cluster/Pathway Plan of Study template to CTE@doe.virginia.gov for separate approval.**

**PLANS OF STUDY SUBMITTED FOR 2015-2016 LOCAL PLAN**

<b>CLUSTER for 2015-2016 Year</b>	<b>PATHWAY</b>	<b>LOCAL OR STATE TEMPLATE (Please indicate which is being used.)</b>
Information Technology	Network Systems-Information Technology	State

1. Improve the academic and technical skills of students participating in CTE programs by strengthening the academic and CTE components of such programs through the integration of coherent and rigorous content aligned with challenging academic standards and relevant CTE programs to ensure learning in –
    - i. the core academic subjects (as defined in Section 9101 of the Elementary and Secondary Education Act of 1965); and
    - ii. career and technical education subjects.\*
  2. Provide students with strong experience in, and understanding of, all aspects of an industry.\*
  3. Ensure that students who participate in such CTE programs are taught to the same coherent and rigorous content aligned with challenging academic standards as are taught to all other students.\*
  4. Encourage CTE students at the secondary level to enroll in rigorous and challenging courses in core academic subjects (as defined in section 9101 of the Elementary and Secondary Education Act of 1965).\*
  5. May include the opportunity for secondary education students to participate in dual or concurrent enrollment programs or other ways to acquire postsecondary education credits/elements.
  6. Must lead to a high school diploma and, if applicable, an industry certification/state licensure/occupational competency skill assessment at the secondary level and to an industry-recognized credential or certificate at the postsecondary level, or an associate or baccalaureate degree.\*
- \* Required

**CTEMS SCHEDULE 3 (Continued)**  
**Application for Local Career Cluster/Pathway Plans of Study**  
**2015-2016 Plan**

**Section 134(b)(3)(A):** Describe how the school division plans to implement the new Plan of Study to comply with all components listed on previous page (Items 1-6) (Section 122(c)(1)(A).

In accordance with the CATEC strategic plan we will introduce the new course of study - Computer Networking. This will require us to repurpose one of our existing classrooms, purchase new laptops and ensure the WAN bandwidth will facilitate classwork. We will meet with students in base high schools to encourage them to enroll in the class. The course will follow the competency guidelines as put forth by the DOE. Upon completion of the course students will be required to take the certification exam.

**CTEMS SCHEDULE 4  
Special Populations Report  
2015-2016 Plan**

**A. Identify the number of economically disadvantaged, disabled, limited English proficient (LEP)/English Language learners (ELL), migrant, single-parent, nontraditional (underrepresented gender groups), and displaced-homemaker students eligible for services provided by your school division.**

Number of Economically Disadvantaged (including foster children) (Grades K-12)	Number of Disabled (Grades K-12)	Number of Limited English Proficient/English Language Learners (Grades K-12)	Number of Migrant Students (Grades K-12)	Number of Single-parent (including single pregnant women) (Grades 7-12)	Number of Non-traditional (under-represented gender groups) (Grades 7-12)	Number of Displaced-home-makers (Grades 7-12)
110	62	19	0	0	4	0

**B. Section 134 (b)(8)(A):** Describe how you will annually review career and technical education programs, and identify and adopt strategies to overcome barriers that result in lowering rates of access to and lowering success in the programs, for special populations.

To promote equal access to all students, including those students who are members of special populations, all students are actively recruited for enrollment in CATEC regardless of ability or disability. Faculty and staff visit base schools to speak with students about CATEC programs and course offerings. When appropriate, CATEC faculty and staff meet with Special Education case workers to ensure appropriate four-year and post-secondary planning. In addition, students from base school participate in curriculum and elective fairs designed to highlight local opportunities, including those available through the local regional center. Students are regularly invited to tour the facility. CATEC also presents all program information to rising 8th and 10th graders in both base divisions.



**CTEMS SCHEDULE 4 (continued)**  
**Special Populations Report**  
**2015-2016 Plan**

**C. Section 134 (b)(8)(B):** Describe how you will annually provide programs designed to enable the special populations to meet the state adjusted levels of performance.

To promote equal access to all students, including those students who are members of special populations, all students are actively recruited for enrollment in CATEC regardless of ability or disability. Faculty and staff visit base schools to speak with students about CATEC programs and course offerings. When appropriate, CATEC faculty and staff meet with Special Education case workers to ensure appropriate four-year and post-secondary planning. In addition, students from base school participate in curriculum and elective fairs designed to highlight local opportunities, including those available through the local regional center. Students are regularly invited to tour the facility. CATEC also presents all program information to rising 8th and 10th graders in both base divisions.

**D. Section 134 (b)(9):** Describe how individuals who are members of special populations will not be discriminated against on the basis of their status as members of the special populations.

By stated policy and evidenced practice, CATEC will not disseminate against members of special populations on the basis of their status as members thereof. All students have access to the full range of courses, programs, training, and opportunities. Per policy, nondiscrimination notices are applied to all promotional materials, program of study, and any other publicly distributed information. CATEC actively puts in places and solicits the support of subgroup professionals to ensure the successful enrollment in and completion of CATEC programs for students across subgroups.

**CTEMS SCHEDULE 4 (continued)  
Special Populations Report  
2015-2016 Plan**

**E. Section 134(b)(8)(C) and (b)(10):** Indicate below the activities/services your school division provides to prepare special populations, including single parents and displaced homemakers, for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency, including promoting preparation for non-traditional fields.

SERVICES PROVIDED	DISADVANTAGED	DISABLED	LEP	MIGRANT	SINGLE-PARENTS	NON-TRADITIONAL	DISPLACED HOME-MAKERS
Supplemental basic academic instruction	X	X	X			X	
Supplemental social growth activities	X	X	X			X	
High-interest reading materials for struggling readers	X	X	X			X	
Instructional or teacher aides	X	X	X			X	
Mentoring programs							
Systematic tutoring		X	X				
Career and technical assessment	X	X	X			X	
Career counseling	X	X	X			X	
Transportation for work experience	X	X	X			X	
Student Apprenticeship							
Work-study programs	X	X	X			X	
Coop education							
Job placement and follow-up	X	X	X			X	
Job-coach and job-transition services							
Work-site visitation	X	X	X			X	
CT student organizations	X	X	X			X	
Field trips	X	X	X			X	
Child-care							
Special transportation							
Special seminars for fathers, teens, etc.							
Other: (specify)							
Please indicate if non-federal funds, in whole or in part, are used to support any of the above services.	X	X	X			X	

**CTEMS SCHEDULE 5**  
**Strengthen/Improve Academic and Technical Skills**  
**2015-2016 Plan**

**Section 134(b)(3)(B,D,E):** Please follow the directions below to show how you strengthen/improve the academic and technical skills of students participating in career and technical education programs.

**Directions**

For each of your Perkins supported programs, place an X by each activity that applies to that program and that is intended to improve the academic and technical skills of students participating in that program. For example, if “Using academic/career and technical team teaching” is designed to improve the academic and technical skills of students in Agriculture, place an X in the field marked “Using academic/career and technical team teaching” under Agriculture.

ACTIVITIES	DIVISION PROGRAMS								
	AGRICULTURAL EDUCATION	BUSINESS & INFORMATION TECHNOLOGY	CAREER CONNECTIONS	FAMILY AND CONSUMER SCIENCES	HEALTH AND MEDICAL SCIENCES	JROTC	MARKETING	TECHNOLOGY EDUCATION	TRADE & INDUSTRIAL EDUCATION
a. Integrating academics with career and technical education programs to ensure learning in the core academic and career and technical subjects				X	X				X
b. Providing a coherent sequence of courses to ensure learning in the core academic and career and technical subjects				X	X				X
c. Developing and implementing academic and career and technical collaborative lesson plans				X	X				X
d. Implementing academic/career and technical team teaching				X	X				X
e. Providing dual credit options				X	X				X
f. Providing joint academic/career and technical instructional assignments				X	X				X
g. Planning for and participating in joint academic/career and technical field trips to business/industry				X	X				X
h. Providing a senior research project with academic and career and technical education components									
i. Other (specify)									

**CTEMS SCHEDULE 5 (Continued)**  
**Strengthen/Improve Academic and Technical Skills**  
**2015-2016 Plan**

**Section 134(b)(3)(B,D,E):** Describe how the school division will improve the academic and technical skills of students participating in career and technical education programs by strengthening the academic and career and technical education components of such programs through the integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical programs to ensure learning in the core academic subjects (as defined in Section 9101 of the Elementary and Secondary Education Act of 1965); and career and technical education subjects; ensure that students who participate in such career and technical education programs are taught to the same coherent and rigorous content aligned with challenging academic standards as are taught to all other students; and encourage career and technical education students at the secondary level to enroll in rigorous and challenging courses in core academic subjects (as defined in Section 9101 of the Elementary and Secondary Education Act of 1965).

We offer Academic English at CATEC that correlates with the SOL standards as required by the Virginia DOE. The curriculum follows similar curricula implemented at the base high schools.

**CTEMS SCHEDULE 6**

**All Aspects of Industry  
2015-2016 Plan**

**Section 134(b)(3)(C):** Please follow the directions below to show how the school division will provide students with strong experience in, and understanding of, all aspects of an industry.

**Directions**

For each of your Perkins supported programs, place an X in the field for every activity that applies to that program and provides students with experience in and understanding of all aspects of an industry.

ACTIVITIES		DIVISION PROGRAMS								
		AGRICULTURAL EDUCATION	BUSINESS & INFORMATION TECHNOLOGY	CAREER CONNECTIONS	FAMILY AND CONSUMER SCIENCES	HEALTH AND MEDICAL SCIENCES	JROTC	MARKETING	TECHNOLOGY EDUCATION	TRADE & INDUSTRIAL EDUCATION
a. CTE curriculum frameworks reviewed by career/technical advisory committee to ensure that the local curriculum provides students with experience in and understanding of all aspects of an industry				X	X	X				X
b. Work-site experiences provided										
Clinical Experience										
Cooperative Education						X				
Internship				X	X	X				X
Job Shadowing					X	X				X
Mentorship										
Service Learning										
Student Apprenticeship										
c. Participation of Business/Industry Reps										
Mentoring opportunities provided						X	X			X
Shadowing opportunities provided					X	X	X			X
Business/industry tours					X	X	X			X
Class presentations					X	X	X			X
Program Evaluation						X	X			X
Other Specify:										

**CTEMS SCHEDULE 6 (Continued)****All Aspects of Industry****2015-2016 Plan**

**Section 134(b)(3)(C):** Describe how the school division will provide students with strong experiences in, and understanding of, all aspects of an industry.

Students will be provided with instruction in all aspects of the industry which they are studying. Experts from within the industry will be guest speakers, students will attend field trips to various businesses and organizations within their industry and related industries. Trade advisory committees provide feedback to our teachers on cutting edge technology in their trades. Students are provided opportunities to participate in internships and job shadowing experiences.

**CTEMS SCHEDULE 7  
Technology in Career and Technical Education  
2015-2016 Plan**

**Section 135(b)(4 and 7):** Please follow the directions below to show how the school division will develop, improve, or expand the use of technology in career and technical education.

**Directions**

For each of your Perkins supported programs, place an X in the field for any activity you will use in that program to develop, improve, or expand the use of technology.

ACTIVITIES		DIVISION PROGRAMS								
		AGRICULTURAL EDUCATION	BUSINESS & INFORMATION TECHNOLOGY	CAREER CONNECTIONS	FAMILY AND CONSUMER SCIENCES	HEALTH AND MEDICAL SCIENCES	JROTC	MARKETING	TECHNOLOGY EDUCATION	TRADE & INDUSTRIAL EDUCATION
a. Train career and technical personnel to use state-of-the-art technology, which may include distance/virtual learning.					X	X				X
b. Provide students with the academic and career and technical skills that lead to entry into high-tech and communications fields.			X	X	X					X
c. Work with high-tech industries to offer volunteer internship, mentoring, shadowing, and/or cooperative education experience(s).			X	X	X					X
d. Provide technology applications in classroom instruction (including computer applications).			X	X	X					X
e. Verify that instructional personnel demonstrate proficiency in Virginia Technology Standards.				X	X					X
f. Other (specify)										

**CTEMS SCHEDULE 7 (Continued)**  
**Technology in Career and Technical Education**  
**2015-2016 Plan**

**Section 135(b)(4 and 7):** Describe how the school division will develop, improve, or expand the use of technology in career and technical education.

CATEC will purchase as much new technology for each trade as the budget will allow. We will continue to search for grants to purchase new equipment. Teachers will review trade and industry publications to remain abreast of cutting edge technology.



**CTEMS SCHEDULE 8  
Professional Development  
2015-2016 Plan**

**Section 134(b)(4):** Please follow the directions below to show how the school division will provide professional development (including initial teacher preparation) for career and technical education, academic, guidance, and administrative personnel that promotes the integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education (including curriculum development).

**Directions**

For each of your Perkins supported programs, place an X in the field for any activity you will use to provide professional development for teachers, counselors or administrators associated with that program.

ACTIVITIES	DIVISION PROGRAMS								
	AGRICULTURAL EDUCATION	BUSINESS & INFORMATION TECHNOLOGY	CAREER CONNECTIONS	FAMILY AND CONSUMER SCIENCES	HEALTH AND MEDICAL SCIENCES	JROTC	MARKETING	TECHNOLOGY EDUCATION	TRADE & INDUSTRIAL EDUCATION
<b>a. In-service and pre-service professional development:</b>									
(1) Training for guidance on (a) career clusters, career pathways, and career assessment; and (b) implementation of Plans of Study.				X	X				X
(2) Integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education programs to ensure learning in the core academic subjects as defined in section 9101 of the ESEA of 1965; and career and technical education subjects.				X	X				X
(3) Appropriate postsecondary courses and/or workshops for teachers with provisional licenses and/or career switchers				X	X				X
(4) State-of-the-art career/technical programs and techniques				X	X				X
(5) Effective teaching skills based on research				X	X				X
(6) Effective practices to improve parental and community involvement				X	X				X
(7) Opportunities for National Board Certification to provide teachers access to Virginia incentives									
<b>b. Programs for teachers and other school personnel to ensure they remain current with all aspects of an industry</b>				X	X				X
<b>c. Regional, state, and college teacher placement job fairs</b>				X	X				X
<b>d. Virginia Teachers for Tomorrow training program.</b>									
<b>e. Business/industry internship programs for teachers</b>									
<b>f. Other (specify)</b>									

**CTEMS SCHEDULE 8 (Continued)****Professional Development****2015-2016 Plan**

**Section 134(b)(4):** Describe how comprehensive professional development (including initial teacher preparation) for career and technical education, academic, guidance, and administrative personnel will be provided that promotes the integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education (including curriculum development).

During scheduled professional development days teachers will be provided instruction in the latest teaching methods. Teachers will attend professional development training at the County and City as well as have access to professional development courses provided by the County and City and are encouraged to participate. Each teacher has access to \$1,000 per year for professional development courses beyond those provided in our facility or at the County or City. Staff are provided opportunities to engage with colleagues from other technical centers who are teaching similar courses.

**CTEMS SCHEDULE 8 (Continued)  
Professional Development  
2015-2016 Plan**

**Directions**

For each of your Perkins supported programs, indicate the number of teachers who will participate in the activity described below.

ACTIVITIES		DIVISION PROGRAMS								
Note: All professional development provided must meet requirements as identified in Perkins IV.  Indicate the number of teachers/administrators participating within the fields for each program area(s).		AGRICULTURAL EDUCATION	BUSINESS & INFORMATION TECHNOLOGY	CAREER CONNECTIONS	FAMILY AND CONSUMER SCIENCES	HEALTH AND MEDICAL SCIENCES	JROTC	MARKETING	TECHNOLOGY EDUCATION	TRADE & INDUSTRIAL EDUCATION
a. State conferences, institutes, or workshops (including virtual training programs)				0	0	2				1
b. National conferences, institutes, or workshops				0	0	0				1
c. Local conferences, institutes, or workshops				0	1	1				2
d. Internship in industry				0	0	0				0
e. Other (specify)										

**Section 134(b)(12)(A and B): Describe efforts to improve (A) the recruitment and retention of career and technical education teachers, faculty, and career guidance and academic counselors, including individuals in groups underrepresented in the teaching profession; and (B) the transition to teaching from business and industry.**

CATEC's staffing levels remain fairly constant. When a job opening exists we post the open position on the CATEC, County and City websites, advertise on the local television station and in local newspapers as well as posting positions on job recruitment sites such as Craigslist and Indeed.com.

CATEC provides administrative support for teachers as needed. Professional development is provided as stated above.

CATEC reimburses teachers for courses taken to transition from provisional to full technical license

**CTEMS SCHEDULE 9**  
**Evaluation of Career and Technical Education Programs**  
**2015-2016 Plan**

**Section 134(b)(7) and Section 135(b)(6):** Describe how the school division will use the state system of Performance Standards and Measures to develop, evaluate, and continuously improve the performance of the career and technical education programs carried out with funds under this Act, including an assessment of how the needs of special populations are being met.

Programs are evaluated based on the student level of competency attainment, performance on certification exams, number of job shadowing and internship experiences as well as local involvement with the local advisory council. Needs of special populations are met by providing resource personnel to assist students in meeting standards.

**CTEMS SCHEDULE 10  
Improvement, Expansion, and Modernization  
2015-2016 Plan**

**Section 135(b)(7):** Please follow the directions below to show how the school division will initiate, improve, expand, and modernize quality career and technical education programs.

**Directions**

For each of your Perkins supported programs, place an X in the field for any activity you will use to initiate, improve, expand, or modernize that particular program.

ACTIVITIES	DIVISION PROGRAMS								
	AGRICULTURAL EDUCATION	BUSINESS & INFORMATION TECHNOLOGY	CAREER CONNECTIONS	FAMILY AND CONSUMER SCIENCES	HEALTH AND MEDICAL SCIENCES	JROTC	MARKETING	TECHNOLOGY EDUCATION	TRADE & INDUSTRIAL EDUCATION
a. Revise/update curriculum.			X	X	X				X
b. Revise/update instructional materials.			X	X	X				X
c. Obtain input from business/industry/community representatives to improve/modernize program.			X	X	X				X
d. Modernize program offerings in occupational area.				X	X				X
e. Conduct labor market analysis related to area.				X	X				X
f. Conduct community surveys (may include surveys of groups such as your local boards and community groups).				X	X				X
g. Initiate new program(s) or courses based on labor market needs.									X
h. Expand career and technical program offerings to provide greater student choice.				X	X				X
i. Incorporate technology applications in the classroom/laboratory.			X	X	X				X
j. Certify teachers in industry or professional/trade association.				X					X
k. Incorporate industry or professional/trade association certification standards.				X	X				X
l. Provide training in high tech or telecommunications occupations.			X		X				X
m. Other (specify)									

**CTEMS SCHEDULE 10 (Continued)**  
**Improvement, Expansion, and Modernization**  
**2015-2016 Plan**

**Section 135(b)(7):** Describe how the school division will initiate, improve, expand, and modernize quality career and technical education programs.

CATEC is moving forward to improve programs and expand offerings by following the Board approved strategic plan which outlines the implementation of new courses and academies as well as alignment with the Community College.

**CTEMS SCHEDULE 11**  
**Using Data to Improve Career and Technical Education**  
**2015-2016 Plan**

**Section 134(b)(7):** Describe the process the school division will use to evaluate and continuously improve performance, by using the data provided for your school division on the State System of Performance Standards and Measures, of career and technical education programs within the school division.

CATEC will review data from the State System of Performance Standards and Measures to update and improve programs while following the Strategic Plan. Data will be used to help CATEC set annual objectives.

**CTEMS SCHEDULE 12**

**Secondary/Postsecondary Linkages, Employment Counseling, and Placement Services  
2015-2016 Plan**

**Section 134(b)(11):** Describe how career guidance and academic counseling will be provided to career and technical education students, including linkages to future education and training opportunities.

**Place an X in the field for each option you have implemented to facilitate linkage between and transition from secondary to postsecondary programs.**

**Career assessment programs (please indicate programs that you are using). (required)**

<b>X</b>	<b>Virginia Education Wizard</b>	
	<b>Or Other:</b>	Describe:
<b>X</b>	<p><b>Career and academic counseling/coaching.</b></p> <p><b>Section 134(b)(11):</b> Describe how the career guidance system provides employment counseling to furnish information on available employment opportunities to all students, including students who are disabled.</p>	
	<p>CATEC uses a partnership model with local career organizations. In specific, CATEC works with PVCC, the local Transition Council, PREP, and base-school divisions to provides career training and career gaining opportunities.</p>	
<b>X</b>	<p><b>Career fairs, placement services and job seeking skills.</b></p> <p><b>Section 134(b)(11) and Section 134(b)(3)(C) and (8)(C):</b> Describe placement services provided for all students exiting school and describe how job-seeking skills are provided to all secondary students including those identified as disabled.</p>	
	<p>Job seeking skills are part of the curricula in each program. We partner with local organizations to provide students opportunites to participate in career fairs such as Piedmont Workforce Network Youth Job Fair, PVCC Job Fair &amp; UVA Apprenticeship job fair.</p>	



**CTEMS SCHEDULE 12 (Continued)**  
**Secondary/Postsecondary Linkages, Employment Counseling, and Placement Services**  
**2015-2016 Plan**

	<b>High Schools that Work and/or Making Middle Grades Work (Describe HSTW programs that will be implemented.)</b>
	Describe:
	<b>Dual Enrollment Options (Specify courses/programs.)</b>
	Describe: Building Trades I&II, Automotive Service Technician, Culinary II, Nurse Aide
	<b>Other (specify)</b>
	Describe:

**CTEMS SCHEDULE 13**  
**Equity Provisions of General Education Provision Act**  
**2015-2016 Plan**

**Section 134 (b)(8 and 9):** Develop a brief plan stating steps that will be taken annually to ensure equitable access to, and equitable participation in the project or activity to be conducted with such assistance by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation, including barriers based on gender, race, color, national origin, religion, age, political affiliation, veteran status, persons with disabilities, and equal access to the Boy Scouts and other designated youth groups.

Highlight success of all members of CATEC community representative of all subgroups. Provide mentoring support for all students based on need. Provide services to ensure success for students across all subgroups in each program area. Provide awareness of career and training success within local workforce for members of all subgroups. Ensure appropriate access to programs for members of all subgroups. Identify and implement all accommodations set forth in IEP and 504 plans.

**CTEMS SCHEDULE 14**  
**Labor Market Needs**  
**2015-2016 Plan**

Describe how labor market needs are reviewed and addressed to ensure programs and courses offered meet local, regional and state economic and workforce needs.

Labor market needs are addressed through the analysis of local labor statistics provided by multiple organizations such as: CTE Trailblazers, the Weldon Cooper Center, BLS, TJPED, and WIA. Data is assessed with respect to the center's potential to provide training that results in competitive entry into post-secondary training, education, or employment. Business councils add depth and definition to the data, providing local, real-time input on the needs of businesses with respect to those entering the local workforce.

**CTEMS SCHEDULE 15**

**Participation in Regional Technical Education Centers**

(Only to be completed by school divisions participating in regional career and technical education centers that serve multiple divisions.)

**2015-2016 Plan**

<b>COLUMN A:</b> Total CTE Students in Division (Unduplicated Count, Grades 7-12) + <b>Students Attending Regional Technical Center</b>	<b>COLUMN B:</b> Number of CTE Students Participating In Regional Technical Center (Unduplicated Count, Grades 7-12, if applicable)	<b>COLUMN C:</b> Percent of CTE Students Attending Regional Technical Center (Column B/Column A)	<b>COLUMN D:</b> Amount of Perkins Funds Sent to Regional Technical Center (Based on percent in Column C)
		Complete Columns A and B for Calculation	

**NOTE:** Each school division that participates in a CTE Regional Technical Center must notify the center administrator of the amount of Perkins funding identified in Column D that will be allocated to the center.

**CTEMS SCHEDULE 15 - A**

**CTE Regional Technical Center Funding**

**TO BE COMPLETED BY CTE REGIONAL TECHNICAL CENTERS ONLY**

**2015-2016 Plan**

List each school division that participates in the regional center including the Perkins funding allocated to the center. (The "Amount" column must only contain numeric entries.)

School Division	Amount
Albemarle County Schools	<b>\$9,510.89</b>
Charlottesville City Schools	<b>\$6,974.74</b>
<b>TOTAL</b>	<b>\$16,485.63</b>

**CTEMS SCHEDULE 16**  
**Career and Technical Education Financial Data**  
**2015-2016 Plan**

<b>ADMINISTRATION</b>		
<b>Funding Categories</b>	<b>State</b>	<b>Local</b>
<b>1. Career and Technical Center Administrator/Principal (includes Special Career and Technical Centers)</b>	\$30,678.00	\$60,660.00
<b>2. Assistant Principal (includes Special Career and Technical Centers)</b>	\$24,421.00	\$48,287.00
<b>EXTENDED CONTRACTS, ADULT SUPPLEMENTS</b>		
<b>Funding Categories</b>	<b>State</b>	<b>Local</b>
<b>3. Extended Contract Costs</b>	\$16,842.00	\$84,967.00
<b>4. Adult Occupation Supplements</b>	\$0.00	\$0.00
<b>5. Adult Occupation Teachers (Full-time)</b>	\$0.00	\$0.00
<b>6. Adult Occupation Teachers (Part-time)</b>	\$48,979.00	\$64,877.00
<b>LOCAL FUNDS ONLY</b>		
<b>Funding Categories</b>	<b>State</b>	<b>Local</b>
<b>7. Operational Costs (other than Categorical): Teachers' Salaries Less Extended Contract Costs</b>		\$144,156.00
<b>8. Instructional Supplies/Materials</b>		\$70,262.00
<b>9. Other Instructionally Related Costs</b>		
<b>10. Equipment</b>		\$10,000.00

**CTEMS SCHEDULE 17 (Continued on next page)**

**Budget of Perkins Funds**

**2015-2016 Plan**

1. CAREER AND TECHNICAL ACTIVITIES FUNDED (Indicate Required or Permissive Use of Funds)  <a href="#">See Appendix B</a>	2. CAREER AND TECHNICAL PROGRAM AREAS FUNDED	3. NARRATIVE DESCRIPTION  (Describe how the expenditure will assist your division in continuously improving the academic and technical skills of students participating in career and technical education programs and in meeting the state levels of performance established under Section 113 of the Perkins IV Act. (Section 134(b)(1, 2 and 10) (Section 135(a-c)	4. OBJECT CODE  <a href="#">See Appendix C</a>	5. BUDGETED FUNDS AND SOURCE OF FUNDS	
				Fed., State, or Local	Amount
<b>Required Use:</b>  <b>Professional Development</b>	ix. All	Funding will be used to send teachers to the Virginia Association of Trade & Industrial Educators conference, provide opportunities for teachers to visit other technical centers to benchmark programs, to send teachers to trade-related conferences and hire contracted trainers.	1000 - Personal Services	LOC	11,485.63
			3000 - Purchased Services	LOC	5,000.00
<b>Required Use:</b>  Activities for Special Populations (to include nontraditional)					
<b>Required Use:</b>  Regional Program Participation (only divisions submitting Schedule 15)					

**CTEMS SCHEDULE 17 (Continued on from previous page)**

**Budget of Perkins Funds**

**2015-2016 Plan**

1. <b>CAREER AND TECHNICAL ACTIVITIES FUNDED</b>  (Indicate Required or Permissive Use of Funds)  <i>See Appendix B</i>	2. <b>CAREER AND TECHNICAL PROGRAM AREAS FUNDED</b>	3. <b>NARRATIVE DESCRIPTION</b>  (Describe how the expenditure will assist your division in continuously improving the academic and technical skills of students participating in career and technical education programs and in meeting the state levels of performance established under Section 113 of the Perkins IV Act. (Section 134(b)(1, 2 and 10) (Section 135(a-c))	4. <b>OBJECT CODE</b>  <i>See Appendix C</i>	5. <b>BUDGETED FUNDS AND SOURCE OF FUNDS</b>	
				Fed., State, or Local	Amount

**CTEMS SCHEDULE 17 (Continued on from previous page)**

**Budget of Perkins Funds**

**2015-2016 Plan**

1. CAREER AND TECHNICAL ACTIVITIES FUNDED  (Indicate Required or Permissive Use of Funds)  <a href="#">See Appendix B</a>	2. CAREER AND TECHNICAL PROGRAM AREAS FUNDED	3. NARRATIVE DESCRIPTION  (Describe how the expenditure will assist your division in continuously improving the academic and technical skills of students participating in career and technical education programs and in meeting the state levels of performance established under Section 113 of the Perkins IV Act. (Section 134(b)(1, 2 and 10) (Section 135(a-c)	4. OBJECT CODE  <a href="#">See Appendix C</a>	5. BUDGETED FUNDS AND SOURCE OF FUNDS	
				Fed., State, or Local	Amount



**CTEMS SCHEDULE 17 (Continued from previous page)**

**Budget of Perkins Funds  
2015-2016 Plan**

1. CAREER AND TECHNICAL ACTIVITIES FUNDED  (Indicate Required or Permissive Use of Funds)  <a href="#">See Appendix B</a>	2. CAREER AND TECHNICAL PROGRAM AREAS FUNDED	3. NARRATIVE DESCRIPTION  (Describe how the expenditure will assist your division in continuously improving the academic and technical skills of students participating in career and technical education programs and in meeting the state levels of performance established under Section 113 of the Perkins IV Act. (Section 134(b)(1, 2 and 10) (Section 135(a-c))	4. OBJECT CODE  <a href="#">See Appendix C</a>	5. BUDGETED FUNDS AND SOURCE OF FUNDS	
				Fed., State, or Local	Amount
<b>Career and Technical Education Programs or Activities Funded</b>			<b>Federal</b>	<b>0.00</b>	
			<b>State</b>	<b>0.00</b>	
			<b>Local</b>	<b>16,485.63</b>	
<b>Administration/Administrative Equipment Total from CTEMS Schedule 18 (Line 3)</b>				<b>0.00</b>	
<b>Grand Total Career and Technical Education Federal Budget</b>				<b>0.00</b>	

**CTEMS SCHEDULE 18****Administration/Administrative Equipment Funds and Budget Summary Worksheet  
2015-2016 Plan****(Administration/Administrative Equipment not to exceed five percent of the total federal grant)**

Administration - Description		Amount
1000 - Personal Services		
2000 - Employee Benefits		
3000 - Purchased Services		
4000 - Internal Services		
5000 - Indirect Cost		
5000 - Other Charges		
<b>Line 1 Administration SUBTOTAL</b>		<b>0.00</b>
Administrative Equipment - Description - (All Object Code 8000)		Amount
8000 - Capital Outlay/Equip.		
8000 - Capital Outlay/Equip.		
8000 - Capital Outlay/Equip.		
<b>Line 2 Administrative Equipment SUBTOTAL</b>		<b>0.00</b>
Administration/Administrative Equipment		Amount
<b>Line 3 Administration/Administrative Equipment TOTAL (transfers to Schedule 17)</b>		<b>0.00</b>

**CTEMS SCHEDULE 18 (Continued from previous page)  
Administration/Administrative Equipment Funds and Budget Summary Worksheet**

**2015-2016 Plan**

<b>SUMMARY BUDGET WORKSHEET</b> (A summary of the budget worksheets relevant to plan objectives that includes line items under the broad expenditures.)	
<b>Expenditure Categories</b> <small><a href="#">See Appendix C for Object Code Definitions</a></small>	<b>Amount</b>
1000 - Personal Services	<b>0.00</b>
2000 - Employee Benefits	<b>0.00</b>
3000 - Purchased Services	<b>0.00</b>
4000 - Internal Services	<b>0.00</b>
5000 - Indirect Costs and Other Charges	<b>0.00</b>
6000 – Materials and Supplies (THIS IS NOT ALLOWED for Perkins funds.)	<b>NOT ALLOWED</b>
8000 – Capital Outlay/Equipment	<b>0.00</b>
<b>TOTAL</b> <i>Expenditure Category Budget is calculated from the CTEMS Schedule 17 Budget and CTEMS Schedule 18 Administration/Administrative Equipment Funds and Budget Summary Worksheet (Federal)</i>	<b>0.00</b>

**COMMENTS**

**2015-2016 Plan**

Please use this page for any additional comments you may have on any of the previous schedules.  
Please identify the schedule number with the comments.

