

## MEETING MINUTES OF THE CATEC CENTER BOARD

October 20, 2015

At 5:00 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. Willa Neale (arrived at 5:03), Dr. Kate Acuff, Mrs. Pam Moynihan (arrived at 5:04), and Mr. Steve Koleszar.

**BOARD MEMBERS ABSENT:**

**STAFF MEMBERS PRESENT:** Ms. Catherine Lee, Strategic Planning and Workforce Development Officer; Mr. Craig Smith, Dean of Academic Affairs; Mrs. Deborah Gannon, Assistant Principal; Ms. Leslie Chisholm, Clerk; and Mrs. Anne Harrison, Adult Education Secretary.

**OTHERS PRESENT:** Dr. Rosa Atkins, Charlottesville City Superintendent, Dr. Pam Moran, Albemarle County Superintendent; and Mr. Dean Tistadt, Chief Operating Officer for Albemarle County Public Schools.

### AGENDA ITEM 15-51    AGENDA

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

### AGENDA ITEM: 15-52    PUBLIC COMMENTS

There were no public comments.

### AGENDA ITEM 15-53    MINUTES

Mr. Michie offered a **motion** to approve the Center minutes for August 18, 2015. Mrs. Puryear **seconded** the motion. **The motion passed with Mrs. Moynihan and Mrs. Neale absent.**

### AGENDA ITEM: 15-54    APPROVAL OF FINANCIAL STATUS

Mrs. Puryear offered a **motion** to approve the financial statements. Mr. Michie **seconded** the motion. Mr. Koleszar commented on needing more recent financial statements for future meetings. Mr. Smith reported on the audit that took place on October 1<sup>st</sup> and 2<sup>nd</sup>; there were no findings. A recommendation was made to implement monthly bank reconciliations and that has been done for July and August. In the past, it had been done at the City level because they were the fiscal agent. He also stated that that Annual School Report has been submitted. **The motion passed with Mrs. Moynihan absent.**

### AGENDA ITEM: 15-55    CLOSED SESSION

Mr. Michie 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, subsection (3) for the purpose of

discussing publicly held real property, and Subsection (7) for the purpose of consultation with legal counsel.

Mrs. Puryear **seconded** the motion and **the motion passed unanimously.**

### **Certify Closed Meeting**

Mr. Michie 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. Dr. Acuff **seconded** the motion and **roll was called:**

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

**NAYS:**

**ABSENT:**

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

### **ADJOURNMENT**

Mr. Koleszar adjourned at 5:53p.m. stating that the Center Board will reconvene after the Joint Board meeting because they were not able to discuss the personnel issues.

---

The Center Board continued to be in session after the Charlottesville School Board adjourned as part of the Joint Board meeting.

Mr. Michie offered a **motion** that the CATEC Center Board go back 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. Michie 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. Michie, Mrs. Puryear, Mrs. Neale, Mrs. Moynihan, Dr. Acuff, and Mr. Koleszar.**

**NAYS:**

**ABSENT:**

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

Dr. Acuff offered a **motion** to approve the hiring of Katrin Voigt as the Dental instructor. Mr. Michie **seconded** the motion and **it passed unanimously.**

Dr. Acuff offered a **motion** to approve the expansion of the Career Resource Coordinator from .5 to one full-time position. Mr. Michie **seconded** the motion and it **passed unanimously**.

**AGENDA ITEM: 15-56**      **VRS RESOLUTION**

Mr. Smith explained that VRS went to the Hybrid system several years ago. He went into detail about the way it is set up now, but state law indicates that individual school systems can elect a different option. He proposed that CATEC follow the County's policy and stay with what the state has already provided; the deadline is November 1<sup>st</sup>. There was discussion with regard to what the City had chosen to do. Mr. Michie offered a **motion** to adopt the proposed resolution. Mrs. Puryear **seconded** the motion and it **passed unanimously**.

**AGENDA ITEM: 15-57**      **ADDITIONAL STAFFING**

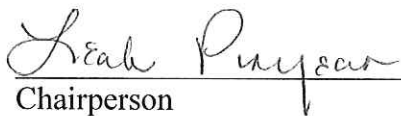
Mr. Smith proposed the creation of a new janitorial/maintenance position. He explained that, in years past, CATEC was serviced by two janitors and one maintenance mechanic. Several years back, one of those individuals left the position and was not replaced (presumably for cost savings.) More recently, CATEC has survived much of the last school year with only one janitor responsible for the entire 57,000 square foot facility and 20 acres. This negligence shows in the condition of the building and grounds. In addition, unlike most schools that close their doors at 4 pm and the custodial crew has the evening hours to prepare the building for the next school day, CATEC has students present every night of the week throughout the building. He stated that the money for this position fits within this year's approved budget. Mr. Smith went on to explain that, if there are no objections, the position will be posted and the new hire will be approved in December. Mrs. Moynihan voiced her concern about the budget implications for the additional positions.

**AGENDA ITEM: 15-58**      **BUDGET TIMELINE**

Ms. Lee reviewed the handout of the Funding Request Timeline.

**ADJOURNMENT**

At 8:13p.m., Mr. Michie offered a **motion** to adjourn the meeting. Mrs. Puryear **seconded** the motion and it **passed unanimously**.

  
\_\_\_\_\_  
Chairperson

01-27-16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Clerk

1-28-2016  
\_\_\_\_\_  
Date