



*PROPOSED AGENDA FOR A REGULAR MEETING
OF THE CATEC CENTER BOARD
May 17, 2016 – 5:00 p.m.*

Order of Business	Agenda Item	Subject	Action Informational	
5:00 p.m.	Roll Call			
	Agenda	16-24	Adoption of Agenda	A
5:05 p.m.	Minutes	16-25	Approval of Minutes	A
5:10 p.m.	Financials	16-26	Approval of Financial Status	A
5:15 p.m.	Center Board	16-27	Stipends	A
5:15 p.m.		16-28	Enrollment	I
5:25 p.m.	Other Business	16-29	Other Business by Board and Superintendents	I
5:35 p.m.	Adjournment			

Next meeting date: Tuesday, August 16, 2016

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Minutes

Date: May, 17, 2016

Enclosures: 1

APPROVAL OF
MINUTES

Background Information:

The minutes for the March 15, 2016 Center Board meeting are enclosed.

Recommendation:

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

Item Number: 16-25

MEETING MINUTES OF THE CATEC CENTER BOARD

March 15, 2016

At 6:03 p.m., Mrs. Leah Puryear called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mr. Ned Michie, Mrs. Pam Moynihan, Mrs. Leah Puryear, Mr. David Oberg, Mr. Juandiego Wade, 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; Mr. Bruce Bosselman, Adult Education Coordinator; and Chef Patrick Maranuk, Culinary Arts instructor.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pam Moran, Albemarle County Superintendent; and Mr. Chad Ratliff, Director of Instructional Innovation for Albemarle County Public Schools.

AGENDA ITEM 16-12 AGENDA

Mr. Koleszar offered a **motion** to approve the agenda. Mrs. Moynihan **seconded** it. The motion **passed** unanimously.

AGENDA ITEM: 16-13 PUBLIC COMMENTS

There were no public comments.

Mrs. Puryear welcomed Aaron Richardson from Charlottesville Tomorrow.

AGENDA ITEM 16-14 MINUTES

Mr. Koleszar offered a **motion** to approve the Center Board minutes for January 27, 2016. Mr. Oberg **seconded** the motion. The motion **passed** unanimously.

AGENDA ITEM: 16-15 APPROVAL OF FINANCIAL STATUS

Mr. Koleszar offered a **motion** to approve the financial status. Mr. Michie **seconded** the motion and it **passed** unanimously. Mr. Smith addressed several items that were brought up at January's meeting:

1. Interest on investments (bank/credit card fees) has been changed to an expense rather than negative revenue on the financial report.
2. "Other payments from another county/city" – it has been renamed to VDOE funds (that were earmarked for CTE education that is received directly from the State).
3. Request for column for "% of funds that are encumbered" – the financial software is not sophisticated enough to calculate that sufficiently and would take too many man-hours.

There was discussion about how to provide the requested information. Mr. Michie reiterated and explained that he was looking for a column that provided “% expected to be used by the end of the year.” He feels that it is more a projection by CATEC than a mathematical calculation. Ms. Lee stated that, if Mr. Michie is asking for a sense of whether or not CATEC is “on budget” for the different line items, that could be done.

AGENDA ITEM: 16-16 **PROGRAM PRESENTATION**

Chef Patrick Marunuk, the Culinary Arts instructor, presented information about his program. Topics he covered included competencies, employment opportunities/earnings, career pathways, and certifications. It was followed by a discussion about the possible upgrade to equipment and facilities for the kitchen.

AGENDA ITEM: 16-17 **FOUNDATION BYLAWS UPDATE**

Ms. Lee reported that, since the last meeting, the attorneys have shared versions of the amended and edited bylaws. She has the copy by Mr. Wood and hopes to have a blended version to bring back to the Board. One of the main focuses of the revision of the bylaws is roles and responsibilities of directors, succession planning for directors, and structuring outreach and nominations for directors to build the Board back up. In addition, the roles and responsibilities of the designee from the Center Board, the City School Board, and the County School Board were suggested. Maybe, by the end of this week, there will be a blended version to distribute to everyone. In the meantime, the Foundation Board has agreed to administer and distribute the traditional scholarship awards for this year. Recruitment for that has started and the applications will be reviewed later this spring. Mrs. Puryear confirmed that the Center Board would get the blended bylaws prior to the next Board meeting so that everyone would have an opportunity to weigh in. She also gave a history of the Foundation and Center Board bylaws to the new Board members and welcomed their input once the new ones are available.

AGENDA ITEM: 16-18 **IT ACADEMY STATUS UPDATE**

Design:

Ms. Lee reviewed the design, renovation time line, staff, and enrollment for the new IT Academy. She called the Board’s attention to renderings of the design; the City Facilities Management department and Albemarle County Public Schools’ DART helped plan the build-out and renovation of the lab space. She went into a detailed explanation of the plans.

Timeline:

- April 10, 2016 - the construction bidding will be complete
- April 28th - Notice to Proceed
- As school ends in June - start construction
- Early August completion is expected early with an opening before school starts.

Ms. Lee stated that this schedule is one that all parties on the team have agreed to and it does have some contingencies in it.

Staffing:

Ms. Lee reviewed the qualifications for the instructor's position and explained the search process. She is also pursuing paying a stipend to program staff coming on to deal with program review, dual enrollment, certifications with PVCC, to help configure and install the lab and equipment, and to do CATEC outreach and PR as needed. Ms. Lee reiterated that CATEC is looking at an educational career pathway that blends with PVCC program and she explained the certifications that could be earned. She went on to say that CATEC has support from CISCO and they will provide the training to be an instructor if the candidate already has the prior CISCO certification. It is dedicated and CISCO knows the timeline.

Enrollment:

Ms. Lee and Mr. Smith went over the potential enrollment for next year, all the factors that are involved in the process, how the numbers are determined, and how students are recruited. Ms. Lee stated that Mr. Bosselman is also looking for ways to utilize other high school program classrooms during the evenings to expand his enrollment. Dr. Atkins reminded the group that CATEC is trying to create, through the Strategic Plan, community pathways for high school, but also for all community members. The businesses have said that being able to offer those credentials to the adult population is one of CATEC's strengths. Ms. Lee stated that PVCC is working to build out their capacity; CATEC high school students will be able to earn dual enrollment credit when that is completed. There was discussion about apprenticeships and sharing instructors between the high school and the adult education programs.

AGENDA ITEM: 16-19 CIP UPDATE – SUMMER 2016

The CIP long-term plan includes some major exterior repairs that have been budgeted and are scheduled for this year. The City's Facilities Department has put together the specs, drawings, and has bid it out. There will also be relocation of classrooms done over the summer to make room for the IT lab. Ms. Lee went into detail about what the repairs - and the schedule - will be.

AGENDA ITEM: 16-20 HIGH SCHOOL ENROLLMENT

Mr. Smith gave an update about enrollment/student data and reviewed the recruitment and scheduling process. He also explained his plans for scheduling options to make CATEC more accessible to high school students with complex schedules.

AGENDA ITEM: 16-21 COMMENTS

Dean's Comments:

- Student competition success – HOSA and SkillsUSA
- Scholarship process
- Student visitors from France
- Interest from surrounding counties to send students on a tuition basis where there is space available (\$1500/student per year)

Adult Education Coordinator's Comments:

- Current enrollment – increased over the last two years
- New courses being considered

Strategic Planning Officer's comments:

- Partner activities – Spring 2016
- Business collaborations
- CATEC student events
- Steering Committee needs analysis

AGENDA ITEM: 16-22 CLOSED SESSION

Mr. Koleszar offered a **motion** that the CATEC Center Board go into a closed meeting as authorized by the Virginia Freedom of Information Act, section 2.2-3711(A) of the Code of Virginia, under Subsection (1) for the purpose of discussing personnel. Mr. Oberg **seconded** the motion and the motion **passed** unanimously.

Certify Closed Meeting

Mr. Koleszar offered a **motion** that the Board certify that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered. Mr. Michie **seconded** the motion **and roll was called**:

AYES: Mr. Koleszar, Mr. Michie, Mrs. Moynihan, Mr. Oberg, Mrs. Puryear, and Mr. Wade.

NAYS:

ABSENT:

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

AGENDA ITEM: 16-23 OTHER BUSINESS

There was no other business.

ADJOURNMENT

At 8:51p.m. Mr. Koleszar adjourned the meeting of the CATEC Center Board.

Chairperson

Clerk

Date

Date

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Financial Status

Date: May 17, 2016
Enclosures: 3

APPROVAL OF FINANCIAL STATUS

Background Information:

The financial reports for March and April 2016 are enclosed for the Board's review. The CATEC Center Board requested at the January 2016 meeting that CATEC staff produce information regarding projected expenses through the end of fiscal year 2015/16. The enclosed "CATEC FY15/16 Expenditure Forecast" shows the appropriations for each program area, the projected expenses through the end of the year, and the projected percentage spent for each program area. The line item overages are due to Board approved personnel expenses and approved program technology purchases for IT. These overages are offset by underspending in several other categories. The projected total expenses for end of fiscal year 2015/2016 are \$2,926,320.97 (99.98% of appropriations).

Recommendation:

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

Item Number: 16-26

CATEC-CHARLOTTESVILLE-ALBERMARLE TECH
 FD-PJT-REV REVENUES SUMMARY REPORT
 for Fiscal Year 2016 (Fiscal Year 2015-2016)
 Posted Only Figures
 Executed By: mhall

Page: 1
 Date: 04/18/16
 Time: 10:06:48

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	\$ 0.00	\$ 724.46	\$ 702.91-	\$ 702.91	100.00
1502010	RENTS	\$ 7,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,933.50	\$ 2,066.50	70.48
1612060	ADULT DAY TUITIONS	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 670.00	\$ 5,806.00	\$ 2,806.00-	193.53
1803030	REBATES AND REFUNDS	\$ 25,000.00	\$ 0.00	\$ 0.00	\$ 51,466.68	\$ 51,586.35	\$ 26,586.35-	206.35
1899120	OTHER FUNDS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 36,670.19	\$ 36,670.19-	100.00
1899121	APPROPRIATIONS FROM CARRY OVER	\$ 339,867.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 339,867.00	\$ 0.00	100.00
1899122	SPECIAL USE APPROPRIATIONS FROM C	\$ 311,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 221,500.00	\$ 90,000.00	71.11
1901010	CITY OR COUNTY FUNDS	\$ 1,805,464.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,354,098.00	\$ 451,366.00	75.00
1901020	VA Dept. of Education Funds	\$ 115,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 115,000.00	0.00
2402520	VOCATIONAL EQUIPMENT	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,000.00	0.00
2402990	OTHER STATE FUNDS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 80,876.91	\$ 80,876.91-	100.00
000	NONCATEGORICAL	\$ 2,610,831.00	\$ 0.00	\$ 0.00	\$ 52,861.14	\$ 2,094,635.04	\$ 516,195.96	80.23
PJT 101 ADULT ED								
1612030	SALES OF TEXTBOOKS	\$ 11,000.00	\$ 0.00	\$ 0.00	\$ 925.00	\$ 10,392.50	\$ 607.50	94.48
1612060	ADULT ED NIGHT FEES	\$ 132,000.00	\$ 0.00	\$ 0.00	\$ 6,875.00	\$ 122,377.01	\$ 9,622.99	92.71
1899120	OTHER FUNDS	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 596.00	\$ 2,013.20	\$ 486.80	80.53
101	ADULT ED	\$ 145,500.00	\$ 0.00	\$ 0.00	\$ 8,396.00	\$ 134,782.71	\$ 10,717.29	92.63
PJT 200 APPRENTICESHIP								
1612030	SALES OF TEXTBOOKS	\$ 23,000.00	\$ 0.00	\$ 0.00	\$ 705.00	\$ 23,807.00	\$ 807.00-	103.51
1899050	SALE OF SUPPLIES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 119.00	\$ 119.00-	100.00
1899120	APPRENTICE FEES	\$ 130,000.00	\$ 0.00	\$ 0.00	\$ 12,645.00	\$ 160,471.00	\$ 30,471.00-	123.44
1899122	OTHER FUNDS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 25.00	\$ 130.00	\$ 370.00	26.00
2402990	OTHER STATE FUNDS	\$ 17,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 17,000.00	0.00
200	APPRENTICESHIP	\$ 170,500.00	\$ 0.00	\$ 0.00	\$ 13,375.00	\$ 184,527.00	\$ 14,027.00-	108.23
1	GENERAL FUND	\$ 2,926,831.00	\$ 0.00	\$ 0.00	\$ 74,632.14	\$ 2,413,944.75	\$ 512,886.25	82.48
GRAND TOTAL		\$ 2,926,831.00	\$ 0.00	\$ 0.00	\$ 74,632.14	\$ 2,413,944.75	\$ 512,886.25	82.48

CATEC-CHARLOTTESVILLE-ALBERMARLE TECH
 FD-PJT--FUNC- EXPENDITURES SUMMARY REPORT
 For Fiscal Year 2016 (Fiscal Year 2015-2016)
 Posted Only Figures
 Executed By: mhall

Page: 1
 Date: 04/18/16
 Time: 10:07:47

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	\$ 1,131,760.00	\$ 0.00	\$ 92,547.95	\$ 678,498.16	\$ 453,261.84	59.95
61310	Improvement of Instruction	\$ 88,199.00	\$ 0.00	\$ 9,928.15	\$ 72,929.47	\$ 15,269.53	82.69
61320	Strategic Plan Implementation	\$ 247,724.00	\$ 0.00	\$ 10,727.62	\$ 105,963.53	\$ 141,760.47	42.77
61410	Office of the Director	\$ 413,334.00	\$ 0.00	\$ 31,849.86	\$ 291,001.74	\$ 122,332.26	70.40
62110	Board Services	\$ 46,350.00	\$ 0.00	\$ 1,183.25	\$ 25,119.28	\$ 21,230.72	54.19
62160	Fiscal Services	\$ 78,432.00	\$ 0.00	\$ 5,533.81	\$ 58,919.27	\$ 19,512.73	75.12
63200	Vehicle Operation	\$ 6,300.00	\$ 0.00	\$ 47.02	\$ 544.18	\$ 5,755.82	8.64
64100	Maintenance Management	\$ 55,551.00	\$ 0.00	\$ 4,616.67	\$ 35,821.24	\$ 19,729.76	64.48
64200	Building Services	\$ 524,251.00	\$ 0.00	\$ 12,087.52	\$ 375,341.60	\$ 148,909.40	71.60
64300	Grounds Services	\$ 4,000.00	\$ 0.00	\$ 104.37	\$ 2,984.80	\$ 1,015.20	74.62
68000	Technology	\$ 17,000.00	\$ 0.00	\$ 0.00	\$ 1,853.64	\$ 15,146.36	10.90
000	NON-CATEGORICAL	\$ 2,616,901.00	\$ 0.00	\$ 168,626.22	\$ 1,649,022.29	\$ 967,878.71	63.01
PJT 101 ADULT ED							
61100	Classroom Instruction	\$ 152,379.00	\$ 0.00	\$ 16,497.38	\$ 117,108.11	\$ 35,270.89	76.85
101	ADULT ED	\$ 152,379.00	\$ 0.00	\$ 16,497.38	\$ 117,108.11	\$ 35,270.89	76.85
PJT 200 APPRENTICESHIP							
61100	Classroom Instruction	\$ 157,551.00	\$ 0.00	\$ 16,345.26	\$ 120,036.31	\$ 37,514.69	76.19
200	APPRENTICESHIP	\$ 157,551.00	\$ 0.00	\$ 16,345.26	\$ 120,036.31	\$ 37,514.69	76.19
1	GENERAL FUND	\$ 2,926,831.00	\$ 0.00	\$ 201,468.86	\$ 1,886,166.71	\$ 1,040,664.29	64.44
GRAND TOTAL		\$ 2,926,831.00	\$ 0.00	\$ 201,468.86	\$ 1,886,166.71	\$ 1,040,664.29	64.44

BOOK BALANCE AT 2.29.16

\$1,161,955.95

BOOK BALANCE AT 3.31.16

\$1,035,119.23

CATEC-CHARLOTTESVILLE-ALBERMARLE TECH
 FD-PJT-REV REVENUES SUMMARY REPORT
 for Fiscal Year 2016 (Fiscal Year 2015-2016)
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 Executed By: mhall

Page: 1
 Date: 05/10/16
 Time: 14:35:17

Code	Description	Estimated Revenue	Est. Revenue For	Revenue For APRIL	Revenue For APRIL	Revenue YTD	Unrealized Balance	Percent Real
FD 1 GENERAL FUND								
PJT 000 NONCATEGORICAL								
1501020	INTEREST ON INVESTMENTS	\$ 0.00	\$	0.00	\$ 8.87	\$ 694.04	\$ 694.04	100.00
1502010	RENTS	\$ 7,000.00	\$	0.00	\$ 0.00	\$ 4,933.50	\$ 2,066.50	70.48
1612060	ADULT DAY TUITIONS	\$ 3,000.00	\$	0.00	\$ 0.00	\$ 5,806.00	\$ 2,806.00	193.53
1803030	REBATES AND REFUNDS	\$ 25,000.00	\$	0.00	\$ 0.00	\$ 51,586.35	\$ 26,586.35	206.35
1899120	OTHER FUNDS	\$ 0.00	\$	0.00	\$ 0.00	\$ 36,670.19	\$ 36,670.19	100.00
1899121	APPROPRIATIONS FROM CARRY OVER	\$ 339,867.00	\$	0.00	\$ 0.00	\$ 339,867.00	\$ 0.00	100.00
1899122	SPECIAL USE APPROPRIATIONS FROM C	\$ 311,500.00	\$	0.00	\$ 0.00	\$ 221,500.00	\$ 90,000.00	71.11
1901010	CITY OR COUNTY FUNDS	\$ 1,805,464.00	\$	0.00	\$ 114,254.00	\$ 1,468,352.00	\$ 337,112.00	81.33
1901020	VA Dept. of Education Funds	\$ 115,000.00	\$	0.00	\$ 0.00	\$ 0.00	\$ 115,000.00	0.00
2402520	VOCATIONAL EQUIPMENT	\$ 4,000.00	\$	0.00	\$ 0.00	\$ 0.00	\$ 4,000.00	0.00
2402990	OTHER STATE FUNDS	\$ 0.00	\$	0.00	\$ 0.00	\$ 80,876.91	\$ 80,876.91	100.00
000	NONCATEGORICAL	\$ 2,610,831.00	\$	0.00	\$ 114,262.87	\$ 2,208,897.91	\$ 401,933.09	84.61
PJT 101 ADULT ED								
1612030	SALES OF TEXTBOOKS	\$ 11,000.00	\$	0.00	\$ 470.00	\$ 10,862.50	\$ 137.50	98.75
1612060	ADULT ED NIGHT FEES	\$ 132,000.00	\$	0.00	\$ 7,275.00	\$ 129,652.01	\$ 2,347.99	98.22
1899120	OTHER FUNDS	\$ 2,500.00	\$	0.00	\$ 492.00	\$ 2,505.20	\$ 5.20	100.21
101	ADULT ED	\$ 145,500.00	\$	0.00	\$ 8,237.00	\$ 143,019.71	\$ 2,480.29	98.30
PJT 200 APPRENTICESHIP								
1612030	SALES OF TEXTBOOKS	\$ 23,000.00	\$	0.00	\$ 35.00	\$ 23,772.00	\$ 772.00	103.36
1899050	SALE OF SUPPLIES	\$ 0.00	\$	0.00	\$ 0.00	\$ 119.00	\$ 119.00	100.00
1899120	APPRENTICE FEES	\$ 130,000.00	\$	0.00	\$ 1,830.00	\$ 162,301.00	\$ 32,301.00	124.85
1899122	OTHER FUNDS	\$ 500.00	\$	0.00	\$ 20.00	\$ 150.00	\$ 350.00	30.00
2402990	OTHER STATE FUNDS	\$ 17,000.00	\$	0.00	\$ 0.00	\$ 0.00	\$ 17,000.00	0.00
200	APPRENTICESHIP	\$ 170,500.00	\$	0.00	\$ 1,815.00	\$ 186,342.00	\$ 15,842.00	109.29
1	GENERAL FUND	\$ 2,926,831.00	\$	0.00	\$ 124,314.87	\$ 2,538,259.62	\$ 388,571.38	86.72
GRAND TOTAL		\$ 2,926,831.00	\$	0.00	\$ 124,314.87	\$ 2,538,259.62	\$ 388,571.38	86.72

CATEC-CHARLOTTESVILLE-ALBERMARLE TECH
 FD-PJT---FUNC- EXPENDITURES SUMMARY REPORT
 for Fiscal Year 2016 (Fiscal Year 2015-2016)
 Posted Only Figures
 Executed By: mhall

Page: 1
 Date: 05/10/16
 Time: 16:03:55

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For APRIL	Expenditures Year-to-Date	Available Balance	Percent Used
FD 1 GENERAL FUND							
PJT 000 NON-CATEGORICAL							
61100	Classroom Instruction	\$ 1,131,760.00	\$ 0.00	\$ 83,878.50	\$ 762,376.66	\$ 369,383.34	67.36
61310	Improvement of Instruction	\$ 88,199.00	\$ 0.00	\$ 9,928.16	\$ 82,857.63	\$ 5,341.37	93.94
61320	Strategic Plan Implementation	\$ 247,724.00	\$ 0.00	\$ 13,359.87	\$ 119,323.40	\$ 128,400.60	48.17
61410	Office of the Director	\$ 413,334.00	\$ 0.00	\$ 31,894.79	\$ 322,896.53	\$ 90,437.47	78.12
62110	Board Services	\$ 46,350.00	\$ 0.00	\$ 10,529.65	\$ 35,648.93	\$ 10,701.07	76.91
62160	Fiscal Services	\$ 78,432.00	\$ 0.00	\$ 5,533.81	\$ 64,453.08	\$ 13,978.92	82.18
63200	Vehicle Operation	\$ 6,300.00	\$ 0.00	\$ 0.00	\$ 544.18	\$ 5,755.82	8.64
64100	Maintenance Management	\$ 55,551.00	\$ 0.00	\$ 5,122.97	\$ 40,944.21	\$ 14,606.79	73.71
64200	Building Services	\$ 524,251.00	\$ 0.00	\$ 70,725.13	\$ 446,066.73	\$ 78,184.27	85.09
64300	Grounds Services	\$ 4,000.00	\$ 0.00	\$ 810.94	\$ 3,795.74	\$ 204.26	94.89
68000	Technology	\$ 17,000.00	\$ 0.00	\$ 0.00	\$ 1,853.64	\$ 15,146.36	10.90
000	NON-CATEGORICAL	\$ 2,616,901.00	\$ 0.00	\$ 231,783.82	\$ 1,880,806.11	\$ 736,094.89	71.87
PJT 101 ADULT ED							
61100	Classroom Instruction	\$ 152,379.00	\$ 0.00	\$ 12,254.27	\$ 129,362.38	\$ 23,016.62	84.90
101	ADULT ED	\$ 152,379.00	\$ 0.00	\$ 12,254.27	\$ 129,362.38	\$ 23,016.62	84.90
PJT 200 APPRENTICESHIP							
61100	Classroom Instruction	\$ 157,551.00	\$ 0.00	\$ 15,140.98	\$ 135,177.29	\$ 22,373.71	85.80
200	APPRENTICESHIP	\$ 157,551.00	\$ 0.00	\$ 15,140.98	\$ 135,177.29	\$ 22,373.71	85.80
1	GENERAL FUND	\$ 2,926,831.00	\$ 0.00	\$ 259,179.07	\$ 2,145,345.78	\$ 781,485.22	73.30
GRAND TOTAL		\$ 2,926,831.00	\$ 0.00	\$ 259,179.07	\$ 2,145,345.78	\$ 781,485.22	73.30

BOOK BALANCE AT 3.31.16

\$1,035,119.23

BOOK BALANCE AT 4.30.16

\$900,255.03

CATEC FY15/16 EXPENDITURE FORECAST

PROGRAM AREA	APPROPRIATIONS	PROJECTED YEAR END TOTAL (JUNE 30, 2016)	PROJECTED UNSPENT BALANCE FY15/16	PROJECTED PERCENT USED (JUNE 30, 2016)
CLASSROOM INSTRUCTION TOTAL	1,131,760.00	1,131,493.59	266.41	99.98%
IMPROVEMENT OF INSTRUCTION TOTAL	88,199.00	117,612.01	(29,413.01)	133.35%
STRATEGIC PLAN IMPLEMENTATION TOTAL	247,724.00	247,714.64	9.36	100.00%
TECHNOLOGY TOTAL	17,000.00	37,053.64	(20,053.64)	217.96%
OFFICE OF THE DIRECTOR TOTAL	413,334.00	393,182.59	20,151.41	95.12%
FISCAL SERVICES TOTAL	78,432.00	75,520.70	2,911.30	96.29%
VEHICLE OPERATION TOTAL	9,300.00	589.56	8,710.44	6.34%
BUILDING SERVICES TOTAL	525,251.00	511,894.51	13,356.49	97.46%
GROUNDS SERVICES	4,000.00	3,922.74	77.26	98.07%
BOARD & RETIREES TOTAL	46,350.00	46,294.49	55.51	99.88%
MAINTENANCE MANAGEMENT TOTAL	55,551.00	51,177.55	4,373.45	92.13%
HIGH SCHOOL TOTAL	2,616,901.00	2,616,456.03	444.97	99.98%
ADULT ED TOTAL	152,379.00	152,319.87	59.13	99.96%
APPRENTICESHIP TOTAL	157,551.00	157,545.07	5.93	100.00%
ADULT PROGRAMS TOTAL	309,930.00	309,864.95	65.05	99.98%
CATEC TOTAL	2,926,831.00	2,926,320.97	510.03	99.98%

prepared 5.16.16

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Stipends

Date: May 17, 2016
Enclosures: 1

ACTION

Background Information:

The Center Board approves all categories of stipends for duties beyond teaching contracts.

Recommendation:

The Dean provides this list of stipend categories for review and approval.

Catering Program Coordinator

Stipend: \$500-\$1500

Description

The Catering Program Coordinator oversees and coordinates catering events.

Responsibilities include:

- Schedules catering events with outside clients.
- Oversees planning, preparation, and delivery of catering projects.
- Procures materials for catering events.
- Assures safety and supervision of students participating in catering events.
- Attends catering events.
- Maintains financial records, including expenses, invoices, and product inventory and reports to administration on profits/losses.

Hosa Club Sponsor

Stipend \$500

Description

The Hosa Club Sponsor oversees and coordinates all activities associated with the Health Occupation Students of America.

Responsibilities include:

- Schedules club meetings and activities with students.
- Oversees promotion and advertising of club to students.
- Oversees enrollment process for students.
- Assures local club chapter is in compliance with all state and federal club regulations.
- Supervises students during club meetings and attends club competitions, including weekend competitions or competitions that require travel.
- Oversees club finances.

Skills USA Sponsor

Stipend \$500

Description

The Skills USA Sponsor oversees and coordinates all activities associated with SkillsUSA.

Responsibilities include:

- Schedules club meetings and activities with students.
- Oversees promotion and advertising of club to students.
- Oversees enrollment process for students.

- Assures local club chapter is in compliance with all state and federal club regulations.
- Supervises students during SkillsUSA meetings and attends club competition, including weekend competitions or competitions that require travel.
- Oversees club finances.

Career Development Coach

Stipend \$650

Description

The Career Development Coach supports students by coordinating career development activities.

Responsibilities include:

- Developing of Career Preparation curriculum.
- Designing and implementing career development activities for students.
- Supporting students in creating résumés, portfolios, and professional online presence.
- Participating in career development workshops.

National Competition Supervisor

Stipend \$150

Description

The National Competition Supervisor coordinates and supervises students who are participating in a national competition requiring overnight travel.

Responsibilities include:

- Coordinating students who are attending national competitions including registration and accommodations.
- Supervising students during overnight stays and travel.
- Attending, supervising, and coaching students during national competitions.

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Enrollment Update

Date: May 17, 2016
Enclosures: 1

INFORMATIONAL

Background Information:

Each year the Board is given enrollment information including student scheduling requests for each CATEC program area.

Recommendation:

The Dean is providing this information for the Board's review and discussion.

Student Course Requests 5/5/16

Date	3/14	5/5	Date	3/14	5/5
Exploratory	66	100	Dental Assistant	6	8
Auto Body	23	40	EMT	9	13
Building Trades	27	41	Ethical Hacking	20	32
Cosmetology	42	56	Firefighter	11	11
Culinary Arts	29	50	Nurse Assistant	29	38
Electrician	5	0*	Pharmacy Tech	2	7
Music Industry Tech	15	18	Intro to Culinary	5	3
Auto Technician	25	37	Total	314	454

Date	3/14	5/5
AHS	115	205
CHS	57	89
MoHS	80	92
MuHS	23	25
WAHS	39	43

5/5/16 revision

*Electrician has been cancelled and changed to an additional section of building trades.