



*PROPOSED AGENDA FOR A REGULAR MEETING
OF THE CATEC CENTER BOARD
August 13, 2019 – 6:00 p.m.*

Order of Business	Agenda Item	Subject	Action Informational	
6:00 p.m.	Roll Call			
	Agenda	19-37	Adoption of Agenda	A
6:05 p.m.	Community Participation	19-38	Public Comments	I
6:10 p.m.	Minutes	19-39	Approval of Minutes	A
	Financial	19-40	Approval of Financial Status	A
		19-41	Bank Signatures	A
		19-42	Fund Balance Transfer	A
6:20 p.m.	Center Board	19-43	Approval Foundation Board Members	A
6:25 p.m.		19-44	90-Day Entry Plan	I
6:40 p.m.		19-45	Student Enrollment	I
6:50 p.m.		19-46	Program Presentation	I
7:10 p.m.	Comments	19-47	Director Adult Education Coordinator Assistant Principal	I I I
7:25 p.m.	Center Board	19-48	Other Business by Board/ Superintendent(s)	I
7:30 p.m.	Closed Session	19-49	Personnel	A
7:45 p.m.	Adjournment			

Next meeting date: Tuesday, October 15, 2019
TENTATIVE SCHEDULE
Center Board – 5:00 p.m. Dinner – 6:00 p.m. Joint Board – 6:45 p.m.

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Minutes

Date: August 13, 2019

Enclosures: 2

APPROVAL OF
MINUTES

Background Information:

The minutes for the May 14, 2019 Center Board and Joint Board meetings are enclosed.

Recommendation:

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

MEETING MINUTES OF THE CATEC CENTER BOARD

May 14, 2019

At 5:01 p.m., Mr. Jonno Alcaro called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mr. Juandiego Wade, Mr. Jonno Alcaro, Mrs. Jennifer McKeever, Mrs. Leah Puryear, Dr. Kate Acuff, and Ms. Katrina Callsen.

BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Dr. Daphne Keiser, Director; Mr. Doug Keaton, Assistant Principal; Mrs. Deborah Gannon, Apprenticeship and Adult Programs Coordinator; and Ms. Leslie Chisholm, Clerk.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent and Dr. Matt Haas, Albemarle County Superintendent.

AGENDA ITEM 19-24 AGENDA

Mrs. Puryear offered a **motion** to adopt the agenda. Mr. Wade **seconded** it and the motion **passed**.

AGENDA ITEM 19-25 APPROVAL OF MINUTES

Dr. Acuff offered a **motion** to approve the Center Board minutes for the March 19, 2019. Mrs. McKeever **seconded** it and the motion **passed**.

AGENDA ITEM: 19-26 APPROVAL OF FINANCIAL STATUS

Mrs. McKeever offered a **motion** to approve the financial information presented. Mr. Wade **seconded** it and the motion **passed**.

AGENDA ITEM: 19-27 LOCAL PLAN

Dr. Keiser explained what the Local Plan is and the requirements for submission. The total funding allocated to CATEC for the 2019-20 school year is \$16, 202.89. The breakdown is: \$9, 780.57 is from Albemarle County and \$6,422.32 will be from Charlottesville City.

Dr. Keiser reviewed the highlights from this year's plan:

- Addition of Construction Technology
- Culinary Specialization
- Electrical III
- Emergency Medical Technician III
- Auto Service Technology III
- Continuing reading and math support for ESL and Special Education students
- Staff Professional Development

The plan has been sent to the Virginia Department of Education and it is being submitted to the Center Board for review and approval. Mrs. McKeever offered a **motion** to adopt the Local Plan. Mr. Wade **seconded** it and the motion **passed**.

AGENDA ITEM: 19-28 **BASE SCHOOL SCHEDULING**

Mr. Keaton presented information about how the proposed high school scheduling changes (for 2019-20) by Albemarle County will potentially impact CATEC students. He shared with the Board what the Southern Regional Education Board (SREB) is and gave an overview of their site visit on April 22, 2019. There was also a recent meeting at CATEC with the City and County high school principals. Mr. Keaton asserted that all three topics intertwine and articulated that for the Board during his presentation. CATEC's goal is to take a proactive approach to meeting its students' needs in the future.

There was a great deal of discussion about the logistics, the implications, and the possibilities of alternative schedules. This conversation included a possible pilot program for a group of Albemarle County students to attend CATEC on an all-day basis. Mrs. McKeever hopes that there will be discussion at the leadership level in order to work together to find a solution. Mr. Wade finished by stating that, if the County wanted to try the pilot for next semester, the Board can revisit the topic in August. The City may want or need other options. Both Dr. Atkins and Dr. Haas stated that student equity is their main concern.

AGENDA ITEM: 19-29 **CLOSED SESSION**

Mr. Wade 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. Mrs. McKeever **seconded** it and the motion **passed**.

Certify Closed Meeting

Mr. Wade 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. McKeever **seconded** the motion and **roll was called**:

AYES: Dr. Acuff, Mr. Alcaro, Ms. Callsen, Mrs. McKeever, Mrs. Puryear, and Mr. Wade.

NAYS:

ABSENT:

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

Mrs. McKeever offered a **motion** to accept the recommendation of the Director. Mrs. Puryear **seconded** it and the motion **passed**. Mrs. McKeever offered a **motion** to accept the recommendation of Dr. Haas regarding Employee A. Mrs. Puryear **seconded** the motion.

AYES: Dr. Acuff, Mr. Alcaro, Mrs. McKeever, Mrs. Puryear, and Mr. Wade.

NAYS: Ms. Callsen.

ABSENT:

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

AGENDA ITEM: 19-30 **OTHER BUSINESS BY BOARD AND SUPERINTENDENTS**

There was no additional business.

ADJOURNMENT

At 5:55 p.m., Mr. Alcaro adjourned the meeting of the CATEC Center Board.

Chair

Clerk

Date

Date

**MINUTES OF THE JOINT MEETING OF THE
ALBEMARLE COUNTY SCHOOL BOARD,
CHARLOTTESVILLE CITY SCHOOL BOARD,
AND CATEC CENTER BOARD**

May 14, 2019

Mrs. McKeever called the Charlottesville City School Board to order at 6:30p.m. Mr. Jonno Alcaro called the Albemarle County School Board meeting and the Joint meeting of the Albemarle County School Board and the Charlottesville City School Board to order.

CENTER BOARD MEMBERS PRESENT: Mr. Juandiego Wade, Mrs. Leah Puryear, Mrs. Jennifer McKeever, Dr. Kate Acuff, Mrs. Katrina Callsen, and Mr. Jonno Alcaro.

CENTER BOARD MEMBERS ABSENT:

ALBEMARLE COUNTY SCHOOL BOARD MEMBERS PRESENT: Mr. Jonno Alcaro, Mr. Graham Paige, Ms. Katrina Callsen, Mr. Steve Koleszar, Mr. David Oberg (arrived at 6:54p.m.), and Dr. Kate Acuff.

ALBEMARLE COUNTY SCHOOL BOARD MEMBERS ABSENT: Mr. Jason Buyaki.

CHARLOTTESVILLE CITY SCHOOL BOARD MEMBERS PRESENT: Mr. Juandiego Wade, Ms. Jennifer McKeever, Mrs. Leah Puryear, Ms. Lisa Larson-Torres, Mr. James Bryant, and Mr. Ned Michie.

CHARLOTTESVILLE CITY SCHOOL BOARD MEMBERS ABSENT: Dr. Sherry Kraft.

STAFF MEMBERS PRESENT: Dr. Daphne Keiser, Director; Mr. Doug Keaton, Assistant Principal; Mrs. Deborah Gannon, Apprenticeship and Adult Programs Coordinator; and Ms. Leslie Chisholm, Clerk.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent and Dr. Matt Haas, Albemarle County Superintendent.

AGENDA ITEM 19-31

AGENDA

Mr. Koleszar offered a **motion** to approve the agenda. Dr. Acuff **seconded** it and **the motion passed with** Mr. Jason Buyaki and Dr. Sherry Kraft **absent**.

AGENDA ITEM 19-32

PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 19-33

CTE SCHOOL TO WORK SIGNING EVENT

Dr. Keiser stated that CATEC's 2nd Annual School to Work Signing Event is a celebration of students who have chosen to maximize their high school opportunities for career training and industry certifications. They set their sights on becoming successful and financially independent early in their professional career. This event recognizes their hard work and the value of career preparation training through CATEC and the local business partners. These students are not only paid employees, but they are also receiving credit for hours spent on the job training which will be credited towards apprenticeship requirements reducing the number of years required to complete student apprenticeship programs. CATEC students spend part of their time at CATEC immersed in their job, utilizing learned skills and gaining real-world experience. Each of the businesses represented support students in numerous ways including financial compensation, mentoring, training with the goal of closing the skills gap in skilled trades, and ensuring that students are prepared with the skills needed to successfully enter the work force. She also recognized these students' parents and guardians who have made the commitment for their student to participate in these opportunities as they

transition from school to work. See attached list of students and employers who participated in the event.

Dr. Keiser also highlighted the SkillsUSA National Signing Day sponsored by Klein Tools which CATEC hosted on Wednesday, May 8th. The event celebrated nine CATEC Building Trades and Electrical students who have chosen to pursue a career as a professional in the skilled trades. Six of these students accepted employment and three signed a registered Youth Apprentices. See attached list of students and employers who participated in the event.

At 7:05p.m., Mr. Alcaro called for a brief recess.

At 7:16p.m., Mr. Alcaro resumed the meeting.

AGENDA ITEM: 19-34 **RECOGNITIONS**

Mrs. Gannon and Mr. Keaton recognized Dr. Keiser for her dedication and service to CATEC for the past three years. She accepted a position as Director of Educator Quality for Albemarle County effective 7/1/2019.

AGENDA ITEM 19-35 **COMMENTS (was done out of order)**

Dr. Keiser highlighted these events:

- Collaboration with the Rotary Club of Charlottesville for CATEC's 2nd Annual Mock interview event April 9th and 10th.
- State Skills competition results:
 - Brianna Smiley (EMT) from AHS takes 2nd in First Aid/CPR
 - Holly Jenkins (Fire) Post grad from MHS takes 1st in PG Firefighting
 - Franklin Guerra Recinos (Auto Body) Post grad from MHS takes 2nd in Collision Repair Technology
 - Virginia Clark and Lauren Tipton (EMT) from WAHS takes 2nd in EMT competition.
- Culinary and Cosmetology students represented CATEC in the Dogwood Parade.
- Walker Elementary 6th graders visited CATEC for a half-day tour and lunch.
- May 1st was Auto Service Technology's annual hire interview day.
- Annual Building Trades and Electrical hire interview day was May 2nd.
- Annual Nurse Aide hire interview day was May 8th.
- Annual Cosmetology hire interview day was May 13th.
- CATEC was awarded a \$5000 grant from Dominion Energy for the construction of CATEC Commons as part of the Culinary Arts department. It will include 6 raised-bed gardens, a green house, an indoor hydroponics garden, and an outdoor dining area. Construction of this project will be a collaborative effort between the Culinary Arts, Building Trades, and Electrical programs.
- The Collision Repair Education Foundation donated a piece of equipment to the Auto Body program valued at \$1,000.00.

Dr. Keiser recognized Mrs. Shannon Tomlin, CATEC's Career Coordinator, who works with the students to arrange their apprenticeships, internships, mentoring, job shadowing, and SkillsUSA competitions. Dr. Keiser finished by saying that CATEC would not be able to accomplish a lot of what is done without Mrs. Tomlin.

Mrs. Gannon reported that Adult Education classes have almost finished for the semester.

AGENDA ITEM 19-36

OTHER BUSINESS

Mrs. Puryear thanked Dr. Keiser for all of her contributions to CATEC and the children in both school divisions.

MEETING ADJOURNED

Mr. Alcaro adjourned the meeting at 7:36 p.m.

Chairperson

Date

Clerk

Date

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Financial Status

Date: August 13, 2019

Enclosures: 3

APPROVAL OF
FINANCIAL STATUS

Background Information:

The financial reports for April, May, and June of 2019 are enclosed for the Board's review.

Recommendation:

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

Item Number: 19-40

CATEC FY18/19 EXPENDITURE REPORT

PROGRAM AREA	APPROPRIATIONS - AMENDED 3.19.19	TOTAL EXPENDITURES YEAR-TO-DATE (to 3.31.19)	ACTUAL EXPENDITURES APRIL 2019	ACTUAL EXPENDITURES MAY 2019	ACTUAL EXPENDITURES JUNE 2019	TOTAL EXPENDITURES TO 6.30.19	YEAR-END BALANCE	PERCENT USED
CLASSROOM INSTRUCTION TOTAL*	1,832,102	909,342.67	140,600	125,200	414,888	1,590,031	242,070	86.79%
IMPROVEMENT OF INSTRUCTION TOTAL	76,253	57,226.84	6,456	7,961	7,857	79,501	(3,248)	104.26%
STRATEGIC PLAN IMPLEMENTATION TOTAL**	0	600.00	0	0	(600)	0	0	
TECHNOLOGY TOTAL	20,000	0.00	0	0	0	0	20,000	0.00%
OFFICE OF THE DIRECTOR TOTAL	455,365	318,575.33	35,596	37,138	53,186	444,496	10,869	97.61%
FISCAL SERVICES TOTAL	92,332	69,656.61	6,682	6,682	9,930	92,951	(619)	100.67%
VEHICLE OPERATION TOTAL	9,400	5,054.13	127	1,239	436	6,855	2,545	72.93%
BUILDING SERVICES TOTAL**	252,642	286,141.85	16,569	15,579	(72,628)	245,663	6,980	97.24%
GROUNDS SERVICES	5,000	1,262.61	1,010	0	0	2,273	2,727	45.45%
BOARD & RETIREES TOTAL	37,021	16,539.48	755	7,221	9,068	33,583	3,438	90.71%
MAINTENANCE MANAGEMENT TOTAL	59,055	48,693.64	5,833	5,439	5,964	65,930	(6,875)	111.64%
HIGH SCHOOL TOTAL	2,839,170	1,713,093.16	213,628	206,459	428,101	2,561,282	277,888	90.21%
ADULT ED TOTAL	141,368	108,749.49	25,410	10,955	30,944	176,058	(34,691)	124.54%
APPRENTICESHIP TOTAL	230,742	171,202.83	19,549	14,783	19,771	225,306	5,437	97.64%
ADULT PROGRAMS TOTAL	372,110	279,952.32	44,959	25,738	50,714	401,364	(29,254)	107.86%
CATEC TOTAL EXPENDITURES YTD	3,211,280	1,993,045.48	258,587	232,198	478,816	2,962,646	248,634	92.26%
CATEC TOTAL REVENUE YTD	3,211,280	2,170,777.24	193,987	917	893,603	3,259,284	(48,004)	101.49%
NET INCOME/(LOSS) YTD	0	177,731.76				296,638		

prepared 8.7.19

*VDOE Planning Grant expenses included

**Expenses adjusted to correct line items.

CATEC-CHARLOTTESVILLE-ALBERMARLE TECH
 FD-PJT-REV REVENUES SUMMARY REPORT
 for Fiscal Year 2019 (July 2018 to June 2019)
 Posted Only Figures
 Executed By: mhall

Page: 1
 Date: 05/29/19
 Time: 15:10:58

Code	Description	Estimated Revenue	Est. Revenue For	Revenue For	Revenue For	Revenue YTD	Unrealized Balance	Percent Real
PD 1 GENERAL FUND								
PJT 000 NONCATEGORICAL								
1501020	INTEREST ON INVESTMENTS	\$ 2,500.00	\$	0.00	\$ 0.00	\$ 2,813.51	\$ 313.51-	112.54
1502010	RENTS	\$ 7,000.00	\$	0.00	\$ 211.00	\$ 7,921.00	\$ 921.00-	113.16
1612060	ADULT DAY TUITIONS	\$ 6,000.00	\$	0.00	\$ 750.00	\$ 4,020.00	\$ 1,980.00	67.00
1803030	REBATES AND REFUNDS	\$ 100,000.00	\$	0.00	\$ 450.00	\$ 531.52	\$ 99,468.48	0.53
1899120	OTHER FUNDS	\$ 0.00	\$	0.00	\$ 535.62	\$ 2,186.24	\$ 2,186.24-	100.00
1899121	APPROPRIATIONS FROM CARRY OVER	\$ 210,000.00	\$	0.00	\$ 0.00	\$ 30,000.00	\$ 180,000.00	14.29
1901010	CITY OR COUNTY FUNDS	\$ 2,349,071.00	\$	0.00	\$ 139,996.50	\$ 1,901,799.75	\$ 447,271.25	80.96
1901020	VA Dept. of Education Funds	\$ 120,000.00	\$	0.00	\$ 0.00	\$ 0.00	\$ 120,000.00	0.00
2402520	VOCATIONAL EQUIPMENT	\$ 4,600.00	\$	0.00	\$ 0.00	\$ 0.00	\$ 4,600.00	0.00
2402990	OTHER STATE FUNDS	\$ 40,000.00	\$	0.00	\$ 0.00	\$ 33,333.34	\$ 6,666.66	83.33
000	NONCATEGORICAL	\$ 2,839,171.00	\$	0.00	\$ 141,943.12	\$ 1,982,605.36	\$ 856,565.64	69.83
PJT 101 ADULT ED								
1612030	SALES OF TEXTBOOKS	\$ 8,240.00	\$	0.00	\$ 0.00	\$ 4,530.00	\$ 3,710.00	54.98
1612060	ADULT ED NIGHT FEES	\$ 94,920.00	\$	0.00	\$ 6,752.49	\$ 90,987.49	\$ 3,932.51	95.86
1899120	OTHER FUNDS	\$ 2,500.00	\$	0.00	\$ 14,446.00	\$ 25,884.00	\$ 23,384.00-	1035.36
101	ADULT ED	\$ 105,660.00	\$	0.00	\$ 21,198.49	\$ 121,401.49	\$ 15,741.49-	114.90
PJT 200 APPRENTICESHIP								
1612030	SALES OF TEXTBOOKS	\$ 19,570.00	\$	0.00	\$ 715.00	\$ 23,935.00	\$ 4,365.00-	122.30
1899050	SALE OF SUPPLIES	\$ 0.00	\$	0.00	\$ 0.00	\$ 3,685.00	\$ 3,685.00-	100.00
1899120	APPRENTICE FEES	\$ 246,379.01	\$	0.00	\$ 30,130.00	\$ 233,047.00	\$ 13,332.01	94.59
1899122	OTHER FUNDS	\$ 500.00	\$	0.00	\$ 0.00	\$ 90.00	\$ 410.00	18.00
200	APPRENTICESHIP	\$ 266,449.01	\$	0.00	\$ 30,845.00	\$ 260,757.00	\$ 5,692.01	97.86
1	GENERAL FUND	\$ 3,211,280.01	\$	0.00	\$ 193,986.61	\$ 2,364,763.85	\$ 846,516.16	73.64
=====								
GRAND TOTAL		\$ 3,211,280.01	\$	0.00	\$ 193,986.61	\$ 2,364,763.85	\$ 846,516.16	73.64

CATEC-CHARLOTTESVILLE-ALBERMARLE TECH
 FD-PJT-FUNC--- EXPENDITURES SUMMARY REPORT
 for Fiscal Year 2019 (July 2018 to June 2019)
 Posted Only Figures
 Executed By: mhall

Page: 1
 Date: 05/29/19
 Time: 15:10:38

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	Expenditures APRIL	Expenditures Year-to-Date	Available Balance	Percent Used
FD 1 GENERAL FUND								
PJT 000 NON-CATEGORICAL								
61100	Classroom Instruction	\$ 1,832,101.77	\$ 0.00	\$ 140,600.18	\$ 1,048,532.85	\$ 783,568.92		57.23
61310	Improvement of Instruction	\$ 76,253.07	\$ 0.00	\$ 6,456.36	\$ 63,683.20	\$ 12,569.87		83.52
61320	Strategic Plan Implementation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.00	\$ 600.00		100.00
61410	Office of the Director	\$ 455,364.79	\$ 0.00	\$ 35,595.71	\$ 354,171.04	\$ 101,193.75		77.78
62110	Board Services	\$ 37,021.00	\$ 0.00	\$ 754.78	\$ 17,294.26	\$ 19,726.74		46.71
62160	Fiscal Services	\$ 92,332.22	\$ 0.00	\$ 6,682.40	\$ 76,339.01	\$ 15,993.21		82.68
63200	Vehicle Operation	\$ 6,300.00	\$ 0.00	\$ 126.52	\$ 5,180.65	\$ 1,119.35		82.23
63400	Vehicle Maintenance	\$ 3,100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,100.00		0.00
64100	Maintenance Management	\$ 59,055.09	\$ 0.00	\$ 5,833.40	\$ 54,527.04	\$ 4,528.05		92.33
64200	Building Services	\$ 252,402.09	\$ 0.00	\$ 16,569.06	\$ 302,710.91	\$ 50,308.82		119.93
64300	Grounds Services	\$ 5,000.00	\$ 0.00	\$ 1,010.00	\$ 2,272.61	\$ 2,727.39		45.45
64600	Security Services	\$ 240.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 240.00		0.00
68000	Technology	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00		0.00
000	NON-CATEGORICAL	\$ 2,839,170.03	\$ 0.00	\$ 213,628.41	\$ 1,925,311.57	\$ 913,858.46		67.81
PJT 101 ADULT ED								
61100	Classroom Instruction	\$ 141,367.67	\$ 0.00	\$ 25,410.22	\$ 134,159.71	\$ 7,207.96		94.90
101	ADULT ED	\$ 141,367.67	\$ 0.00	\$ 25,410.22	\$ 134,159.71	\$ 7,207.96		94.90
PJT 130 SUMMER SCHOOL								
61100	Classroom Instruction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,410.00	\$ 1,410.00		100.00
PJT 200 APPRENTICESHIP								
61100	Classroom Instruction	\$ 230,742.31	\$ 0.00	\$ 19,548.86	\$ 190,751.69	\$ 39,990.62		82.67
200	APPRENTICESHIP	\$ 230,742.31	\$ 0.00	\$ 19,548.86	\$ 190,751.69	\$ 39,990.62		82.67
1	GENERAL FUND	\$ 3,211,280.01	\$ 0.00	\$ 258,587.49	\$ 2,251,632.97	\$ 959,647.04		70.12
GRAND TOTAL		\$ 3,211,280.01	\$ 0.00	\$ 258,587.49	\$ 2,251,632.97	\$ 959,647.04		70.12

BOOK BALANCE AT 3.31.19

\$780,010.59

BOOK BALANCE AT 4.30.19

\$715,409.71

CATEC-CHARLOTTESVILLE-ALBERMARLE TECH
 FD-PJT-REV REVENUES SUMMARY REPORT
 for Fiscal Year 2019 (July 2018 to June 2019)
 Posted Only Figures
 Executed By: mhall

Page: 1
 Date: 06/10/19
 Time: 14:22:36

Code	Description	Estimated Revenue	Est. Revenue For	MAY	For	Revenue MAY	Revenue YTD	Unrealized Balance	Percent Real
FD 1 GENERAL FUND									
PJT 000 NONCATEGORICAL									
1501020	INTEREST ON INVESTMENTS	\$ 2,500.00	\$	0.00	\$	0.00	\$ 2,813.51	\$ 313.51-	112.54
1502010	RENTS	\$ 7,000.00	\$	0.00	\$	0.00	\$ 7,921.00	\$ 921.00-	113.16
1612060	ADULT DAY TUITIONS	\$ 6,000.00	\$	0.00	\$	0.00	\$ 4,020.00	\$ 1,980.00	67.00
1803030	REBATES AND REFUNDS	\$ 100,000.00	\$	0.00	\$	0.00	\$ 531.52	\$ 99,468.48	0.53
1899120	OTHER FUNDS	\$ 0.00	\$	0.00	\$	0.00	\$ 2,186.24	\$ 2,186.24-	100.00
1899121	APPROPRIATIONS FROM CARRY OVER	\$ 210,000.00	\$	0.00	\$	0.00	\$ 30,000.00	\$ 180,000.00	14.29
1901010	CITY OR COUNTY FUNDS	\$ 2,349,071.00	\$	0.00	\$	0.00	\$ 1,901,799.75	\$ 447,271.25	80.96
1901020	VA Dept. of Education Funds	\$ 120,000.00	\$	0.00	\$	0.00	\$ 0.00	\$ 120,000.00	0.00
2402520	VOCATIONAL EQUIPMENT	\$ 4,600.00	\$	0.00	\$	0.00	\$ 0.00	\$ 4,600.00	0.00
2402990	OTHER STATE FUNDS	\$ 40,000.00	\$	0.00	\$	0.00	\$ 33,333.34	\$ 6,666.66	83.33
000	NONCATEGORICAL	\$ 2,839,171.00	\$	0.00	\$	0.00	\$ 1,982,605.36	\$ 856,565.64	69.83
PJT 101 ADULT ED									
1612030	SALES OF TEXTBOOKS	\$ 8,240.00	\$	0.00	\$	0.00	\$ 4,530.00	\$ 3,710.00	54.98
1612060	ADULT ED NIGHT FEES	\$ 94,920.00	\$	0.00	\$	835.00	\$ 91,822.49	\$ 3,097.51	96.74
1899120	OTHER FUNDS	\$ 2,500.00	\$	0.00	\$	82.00	\$ 25,966.00	\$ 23,466.00-	1038.64
101	ADULT ED	\$ 105,660.00	\$	0.00	\$	917.00	\$ 122,318.49	\$ 16,658.49-	115.77
PJT 200 APPRENTICESHIP									
1612030	SALES OF TEXTBOOKS	\$ 19,570.00	\$	0.00	\$	0.00	\$ 23,935.00	\$ 4,365.00-	122.30
1899050	SALE OF SUPPLIES	\$ 0.00	\$	0.00	\$	0.00	\$ 3,685.00	\$ 3,685.00-	100.00
1899120	APPRENTICE FEES	\$ 246,379.01	\$	0.00	\$	0.00	\$ 233,047.00	\$ 13,332.01	94.59
1899122	OTHER FUNDS	\$ 500.00	\$	0.00	\$	0.00	\$ 90.00	\$ 410.00	18.00
200	APPRENTICESHIP	\$ 266,449.01	\$	0.00	\$	0.00	\$ 260,757.00	\$ 5,692.01	97.86
1	GENERAL FUND	\$ 3,211,280.01	\$	0.00	\$	917.00	\$ 2,365,680.85	\$ 845,599.16	73.67
GRAND TOTAL									
		\$ 3,211,280.01	\$	0.00	\$	917.00	\$ 2,365,680.85	\$ 845,599.16	73.67

CATEC-CHARLOTTESVILLE-ALBERMARLE TECH
 FD-FJT-FUNC--- EXPENDITURES SUMMARY REPORT
 for Fiscal Year 2019 (July 2018 to June 2019)
 Posted Only Figures
 Executed By: mhall

Page: 1
 Date: 06/11/19
 Time: 09:46:10

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For MAY	Expenditures Year-to-Date	Available Balance	Percent Used
FD 1 GENERAL FUND							
PJT 000 NON-CATEGORICAL							
61100	Classroom Instruction	\$ 1,832,101.77	\$ 0.00	\$ 125,200.36	\$ 1,173,733.21	\$ 658,368.56	64.06
61310	Improvement of Instruction	\$ 76,253.07	\$ 0.00	\$ 7,960.94	\$ 71,644.14	\$ 4,608.93	93.96
61320	Strategic Plan Implementation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.00	\$ 600.00	100.00
61410	Office of the Director	\$ 455,364.79	\$ 0.00	\$ 37,138.01	\$ 391,309.05	\$ 64,055.74	85.93
62110	Board Services	\$ 37,021.00	\$ 0.00	\$ 7,220.68	\$ 24,514.94	\$ 12,506.06	66.22
62160	Fiscal Services	\$ 92,332.22	\$ 0.00	\$ 6,682.41	\$ 83,021.42	\$ 9,310.80	89.92
63200	Vehicle Operation	\$ 6,300.00	\$ 0.00	\$ 1,238.72	\$ 6,419.37	\$ 119.37	101.89
63400	Vehicle Maintenance	\$ 3,100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,100.00	0.00
64100	Maintenance Management	\$ 59,055.09	\$ 0.00	\$ 5,438.92	\$ 59,965.96	\$ 910.87	101.54
64200	Building Services	\$ 252,402.09	\$ 0.00	\$ 15,579.39	\$ 318,290.30	\$ 65,888.21	126.10
64300	Grounds Services	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 2,272.61	\$ 2,727.39	45.45
64600	Security Services	\$ 240.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 240.00	0.00
68000	Technology	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00	0.00
000	NON-CATEGORICAL	\$ 2,839,170.03	\$ 0.00	\$ 206,459.43	\$ 2,131,771.00	\$ 707,399.03	75.08
PJT 101 ADULT ED							
61100	Classroom Instruction	\$ 141,367.67	\$ 0.00	\$ 10,954.67	\$ 145,114.38	\$ 3,746.71	102.65
101	ADULT ED	\$ 141,367.67	\$ 0.00	\$ 10,954.67	\$ 145,114.38	\$ 3,746.71	102.65
PJT 130 SUMMER SCHOOL							
61100	Classroom Instruction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,410.00	\$ 1,410.00	100.00
PJT 200 APPRENTICESHIP							
61100	Classroom Instruction	\$ 230,742.31	\$ 0.00	\$ 14,783.42	\$ 205,535.11	\$ 25,207.20	89.08
200	APPRENTICESHIP	\$ 230,742.31	\$ 0.00	\$ 14,783.42	\$ 205,535.11	\$ 25,207.20	89.08
1	GENERAL FUND	\$ 3,211,280.01	\$ 0.00	\$ 232,197.52	\$ 2,483,830.49	\$ 727,449.52	77.35
GRAND TOTAL		\$ 3,211,280.01	\$ 0.00	\$ 232,197.52	\$ 2,483,830.49	\$ 727,449.52	77.35

BOOK BALANCE AT 4.30.19

\$715,409.71

BOOK BALANCE AT 5.31.19

\$484,129.19

CATEC-CHARLOTTESVILLE-ALBERMARLE TECH
 FD-PJT-REV REVENUES SUMMARY REPORT
 for Fiscal Year 2019 (July 2018 to June 2019)
 Posted Only Figures
 Executed By: mhall

Page: 1
 Date: 08/06/19
 Time: 13:09:04

Code	Description	Estimated Revenue	Est. Revenue For	Revenue JUNE For	Revenue JUNE	Revenue YTD	Unrealized Balance	Percent Real
FD 1 GENERAL FUND								
PJT 000 NONCATEGORICAL								
1501020	INTEREST ON INVESTMENTS	\$ 2,500.00	\$ 0.00	\$ 899.34	\$ 3,712.85	\$ 1,212.85	148.51	
1502010	RENTS	\$ 7,000.00	\$ 0.00	\$ 3,150.00	\$ 11,071.00	\$ 4,071.00	158.16	
1612060	ADULT DAY TUITIONS	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 4,020.00	\$ 1,980.00	67.00	
1803030	REBATES AND REFUNDS	\$ 100,000.00	\$ 0.00	\$ 64,695.00	\$ 65,226.52	\$ 34,773.48	65.23	
1899120	OTHER FUNDS	\$ 0.00	\$ 0.00	\$ 32,042.76	\$ 34,229.00	\$ 34,229.00	100.00	
1899121	APPROPRIATIONS FROM CARRY OVER	\$ 210,000.00	\$ 0.00	\$ 180,000.00	\$ 210,000.00	\$ 0.00	100.00	
1901010	CITY OR COUNTY FUNDS	\$ 2,349,071.00	\$ 0.00	\$ 447,271.25	\$ 2,349,071.00	\$ 0.00	100.00	
1901020	VA Dept. of Education Funds	\$ 120,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 120,000.00	0.00	
2402520	VOCATIONAL EQUIPMENT	\$ 4,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,600.00	0.00	
2402990	OTHER STATE FUNDS	\$ 40,000.00	\$ 0.00	\$ 0.00	\$ 33,333.34	\$ 6,666.66	83.33	
000	NONCATEGORICAL	\$ 2,839,171.00	\$ 0.00	\$ 728,058.35	\$ 2,710,663.71	\$ 128,507.29	95.47	
PJT 101 ADULT ED								
1612030	SALES OF TEXTBOOKS	\$ 8,240.00	\$ 0.00	\$ 0.00	\$ 4,530.00	\$ 3,710.00	54.98	
1612060	ADULT ED NIGHT FEES	\$ 94,920.00	\$ 0.00	\$ 8,684.26	\$ 100,506.75	\$ 5,586.75	105.89	
1899120	OTHER FUNDS	\$ 2,500.00	\$ 0.00	\$ 15,325.00	\$ 41,291.00	\$ 38,791.00	1651.64	
101	ADULT ED	\$ 105,660.00	\$ 0.00	\$ 24,009.26	\$ 146,327.75	\$ 40,667.75	138.49	
PJT 200 APPRENTICESHIP								
1612030	SALES OF TEXTBOOKS	\$ 19,570.00	\$ 0.00	\$ 250.00	\$ 24,185.00	\$ 4,615.00	123.58	
1899050	SALE OF SUPPLIES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,685.00	\$ 3,685.00	100.00	
1899120	APPRENTICE FEES	\$ 246,379.01	\$ 0.00	\$ 1,130.00	\$ 234,177.00	\$ 12,202.01	95.05	
1899122	OTHER FUNDS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 90.00	\$ 410.00	18.00	
200	APPRENTICESHIP	\$ 266,449.01	\$ 0.00	\$ 1,380.00	\$ 262,137.00	\$ 4,312.01	98.38	
1	GENERAL FUND	\$ 3,211,280.01	\$ 0.00	\$ 753,447.61	\$ 3,119,128.46	\$ 92,151.55	97.13	
GRAND TOTAL		\$ 3,211,280.01	\$ 0.00	\$ 753,447.61	\$ 3,119,128.46	\$ 92,151.55	97.13	

CATEC-CHARLOTTESVILLE-ALBERMARLE TECH
 FD-PJT-FUNC--- EXPENDITURES SUMMARY REPORT
 for Fiscal Year 2019 (July 2018 to June 2019)
 Posted Only Figures
 Executed By: mhall

Page: 1
 Date: 08/07/19
 Time: 14:07:11

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For JUNE	Expenditures Year-to-Date	Available Balance	Percent Used
FD 1 GENERAL FUND							
PJT 000 NON-CATEGORICAL							
61100	Classroom Instruction	\$ 1,832,101.77	\$ 0.00	\$ 415,636.70	\$ 1,589,369.91	\$ 242,731.86	86.75
61310	Improvement of Instruction	\$ 76,253.07	\$ 0.00	\$ 7,857.07	\$ 79,501.21	\$ 3,248.14	104.26
61320	Strategic Plan Implementation	\$ 0.00	\$ 0.00	\$ 600.00	\$ 0.00	\$ 0.00	100.00
61410	Office of the Director	\$ 455,364.79	\$ 0.00	\$ 53,186.46	\$ 444,495.51	\$ 10,869.28	97.61
62110	Board Services	\$ 37,021.00	\$ 0.00	\$ 9,067.93	\$ 33,582.87	\$ 3,438.13	90.71
62160	Fiscal Services	\$ 92,332.22	\$ 0.00	\$ 9,929.65	\$ 92,951.07	\$ 618.85	100.67
63200	Vehicle Operation	\$ 6,300.00	\$ 0.00	\$ 435.83	\$ 6,855.20	\$ 555.20	108.81
63400	Vehicle Maintenance	\$ 3,100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,100.00	0.00
64100	Maintenance Management	\$ 59,055.09	\$ 0.00	\$ 5,963.96	\$ 65,929.92	\$ 6,874.83	111.64
64200	Building Services	\$ 252,402.09	\$ 0.00	\$ 72,627.79	\$ 245,662.51	\$ 6,739.58	97.33
64300	Grounds Services	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 2,272.61	\$ 2,727.39	45.45
64600	Security Services	\$ 240.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 240.00	0.00
68000	Technology	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00	0.00
000	NON-CATEGORICAL	\$ 2,839,170.03	\$ 0.00	\$ 428,849.81	\$ 2,560,620.81	\$ 278,549.22	90.19
PJT 101 ADULT ED							
61100	Classroom Instruction	\$ 141,367.67	\$ 0.00	\$ 30,943.81	\$ 176,058.19	\$ 34,690.52	124.54
101	ADULT ED	\$ 141,367.67	\$ 0.00	\$ 30,943.81	\$ 176,058.19	\$ 34,690.52	124.54
PJT 130 SUMMER SCHOOL							
61100	Classroom Instruction	\$ 0.00	\$ 0.00	\$ 9,746.87	\$ 11,156.87	\$ 11,156.87	100.00
130	SUMMER SCHOOL	\$ 0.00	\$ 0.00	\$ 9,746.87	\$ 11,156.87	\$ 11,156.87	100.00
PJT 200 APPRENTICESHIP							
61100	Classroom Instruction	\$ 230,742.31	\$ 0.00	\$ 19,770.66	\$ 225,305.77	\$ 5,436.54	97.64
200	APPRENTICESHIP	\$ 230,742.31	\$ 0.00	\$ 19,770.66	\$ 225,305.77	\$ 5,436.54	97.64
1	GENERAL FUND	\$ 3,211,280.01	\$ 0.00	\$ 489,311.15	\$ 2,973,141.64	\$ 238,138.37	92.58
GRAND TOTAL		\$ 3,211,280.01	\$ 0.00	\$ 489,311.15	\$ 2,973,141.64	\$ 238,138.37	92.58

CATEC-CHARLOTTESVILLE-ALBERMARLE TECH
 FD-PJT-REV REVENUES SUMMARY REPORT
 for Fiscal Year 2019 (July 2018 to June 2019)
 Posted Only Figures
 Executed By: mhall

Page: 1
 Date: 08/06/19
 Time: 13:07:42

Code	Description	Estimated Revenue	Est. Revenue For POST YEAR	Revenue For POST YEAR	Revenue YTD	Unrealized Balance	Percent Real
FD 1 GENERAL FUND							
PJT 000 NONCATEGORICAL							
1501020	INTEREST ON INVESTMENTS	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 3,712.85	\$ 1,212.85-	148.51
1502010	RENTS	\$ 7,000.00	\$ 0.00	\$ 0.00	\$ 11,071.00	\$ 4,071.00-	158.16
1612060	ADULT DAY TUITIONS	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 4,020.00	\$ 1,980.00	67.00
1803030	REBATES AND REFUNDS	\$ 100,000.00	\$ 0.00	\$ 0.00	\$ 65,226.52	\$ 34,773.48	65.23
1899120	OTHER FUNDS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 34,229.00	\$ 34,229.00-	100.00
1899121	APPROPRIATIONS FROM CARRY OVER	\$ 210,000.00	\$ 0.00	\$ 0.00	\$ 210,000.00	\$ 0.00	100.00
1901010	CITY OR COUNTY FUNDS	\$ 2,349,071.00	\$ 0.00	\$ 0.00	\$ 2,349,071.00	\$ 0.00	100.00
1901020	VA Dept. of Education Funds	\$ 120,000.00	\$ 0.00	\$ 131,564.41	\$ 131,564.41	\$ 11,564.41-	109.64
2402520	VOCATIONAL EQUIPMENT	\$ 4,600.00	\$ 0.00	\$ 8,591.11	\$ 8,591.11	\$ 3,991.11-	186.76
2402990	OTHER STATE FUNDS	\$ 40,000.00	\$ 0.00	\$ 0.00	\$ 33,333.34	\$ 6,666.66	83.33
000	NONCATEGORICAL	\$ 2,839,171.00	\$ 0.00	\$ 140,155.52	\$ 2,850,819.23	\$ 11,648.23-	100.41
PJT 101 ADULT ED							
1612030	SALES OF TEXTBOOKS	\$ 8,240.00	\$ 0.00	\$ 0.00	\$ 4,530.00	\$ 3,710.00	54.98
1612060	ADULT ED NIGHT FEES	\$ 94,920.00	\$ 0.00	\$ 0.00	\$ 100,506.75	\$ 5,586.75-	105.89
1899120	OTHER FUNDS	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 41,291.00	\$ 38,791.00-	1651.64
101	ADULT ED	\$ 105,660.00	\$ 0.00	\$ 0.00	\$ 146,327.75	\$ 40,667.75-	138.49
PJT 200 APPRENTICESHIP							
1612030	SALES OF TEXTBOOKS	\$ 19,570.00	\$ 0.00	\$ 0.00	\$ 24,185.00	\$ 4,615.00-	123.58
1899050	SALE OF SUPPLIES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,685.00	\$ 3,685.00-	100.00
1899120	APPRENTICE FEES	\$ 246,379.01	\$ 0.00	\$ 0.00	\$ 234,177.00	\$ 12,202.01	95.05
1899122	OTHER FUNDS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 90.00	\$ 410.00	18.00
200	APPRENTICESHIP	\$ 266,449.01	\$ 0.00	\$ 0.00	\$ 262,137.00	\$ 4,312.01	98.38
1	GENERAL FUND	\$ 3,211,280.01	\$ 0.00	\$ 140,155.52	\$ 3,259,283.98	\$ 48,003.97-	101.49
=====							
GRAND TOTAL		\$ 3,211,280.01	\$ 0.00	\$ 140,155.52	\$ 3,259,283.98	\$ 48,003.97-	101.49

CATEC-CHARLOTTESVILLE-ALBERMARLE TECH
 FD-PJT-FUNC--- EXPENDITURES SUMMARY REPORT
 for Fiscal Year 2019 (July 2018 to June 2019)
 Posted Only Figures
 Executed By: mhall

Page: 1
 Date: 08/07/19
 Time: 14:07:44

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For POST YEAR	Expenditures Year-to-Date	Available Balance	Percent Used
FD 1 GENERAL FUND							
PJT 000 NON-CATEGORICAL							
61100	Classroom Instruction	\$ 1,832,101.77	\$ 0.00	\$ 10,495.40-	\$ 1,578,874.51	\$ 253,227.26	86.18
61310	Improvement of Instruction	\$ 76,253.07	\$ 0.00	\$ 0.00	\$ 79,501.21	\$ 3,248.14-	104.26
61410	Office of the Director	\$ 455,364.79	\$ 0.00	\$ 0.00	\$ 444,495.51	\$ 10,869.28	97.61
62110	Board Services	\$ 37,021.00	\$ 0.00	\$ 0.00	\$ 33,582.87	\$ 3,438.13	90.71
62160	Fiscal Services	\$ 92,332.22	\$ 0.00	\$ 0.00	\$ 92,951.07	\$ 618.85-	100.67
63200	Vehicle Operation	\$ 6,300.00	\$ 0.00	\$ 0.00	\$ 6,855.20	\$ 555.20-	108.81
63400	Vehicle Maintenance	\$ 3,100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,100.00	0.00
64100	Maintenance Management	\$ 59,055.09	\$ 0.00	\$ 0.00	\$ 65,929.92	\$ 6,874.83-	111.64
64200	Building Services	\$ 252,402.09	\$ 0.00	\$ 0.00	\$ 245,662.51	\$ 6,739.58	97.33
64300	Grounds Services	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 2,272.61	\$ 2,727.39	45.45
64600	Security Services	\$ 240.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 240.00	0.00
68000	Technology	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00	0.00
000	NON-CATEGORICAL	\$ 2,839,170.03	\$ 0.00	\$ 10,495.40-	\$ 2,550,125.41	\$ 289,044.62	89.82
PJT 101 ADULT ED							
61100	Classroom Instruction	\$ 141,367.67	\$ 0.00	\$ 0.00	\$ 176,058.19	\$ 34,690.52-	124.54
101	ADULT ED	\$ 141,367.67	\$ 0.00	\$ 0.00	\$ 176,058.19	\$ 34,690.52-	124.54
PJT 130 SUMMER SCHOOL							
61100	Classroom Instruction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,156.87	\$ 11,156.87-	100.00
130	SUMMER SCHOOL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,156.87	\$ 11,156.87-	100.00
PJT 200 APPRENTICESHIP							
61100	Classroom Instruction	\$ 230,742.31	\$ 0.00	\$ 0.00	\$ 225,305.77	\$ 5,436.54	97.64
200	APPRENTICESHIP	\$ 230,742.31	\$ 0.00	\$ 0.00	\$ 225,305.77	\$ 5,436.54	97.64
1	GENERAL FUND	\$ 3,211,280.01	\$ 0.00	\$ 10,495.40-	\$ 2,962,646.24	\$ 248,633.77	92.26
GRAND TOTAL		\$ 3,211,280.01	\$ 0.00	\$ 10,495.40-	\$ 2,962,646.24	\$ 248,633.77	92.26

BOOK BALANCE AT 5.31.19

\$484,129.19

BOOK BALANCE AT 6.30.19

\$716,039.06

***Post year report includes all accounting activity to June 30, 2019.**

2019 Unaudited Estimate of Fund Balance

FY 2018/19 Start

Beginning Fund Balance	\$612,405
<u>Budgeted Use of Fund Balance FY 2018/19</u>	<u>\$210,000</u>
Fund Balance FY 2018/19	\$402,405

FY 2018/19 Reported Activity

Reported Expenses	\$2,962,646
<u>Reported Revenues</u>	<u>\$3,259,284</u>
Net Increase in Fund Balance	\$296,638

Unaudited FY 2019/20 Start

Unaudited End of FY 2018/19 Fund Balance	\$699,043
Restricted VDOE Grant Funds	\$38,843
<u>Budgeted Use of Fund Balance FY 2019/20</u>	<u>\$25,270</u>
Unaudited Available Fund Balance FY 2018/19	\$634,930

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Bank Signatures

Date: August 13, 2019
Enclosure:

ACTION

Background Information:

CATEC's instructional funds are maintained in Wells Fargo Bank and school activity funds (SAF) are maintained in SunTrust Bank. The signature cards need to be revised to include current staff.

Recommendation:

The Key Executives of the CATEC Center Board, with financial control, authorize the following CATEC staff positions and staff to be signatories on the Wells Fargo Bank and SunTrust Bank accounts:

Director – position held by Stephanie Carter

Apprenticeship and Adult Programs Coordinator – position held by Deborah Gannon

Finance and Budget Analyst – position held by Marlaine Hall

Jonno Alcaro, Center Board Chair

Juandiego Wade, Center Board Vice Chair

Jason Vandever, Fiscal Officer of the Center Board

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Fund Balance Transfer

Date: August 13, 2019

Enclosures: 1

ACTION

Background Information:

Enriching and relevant instruction is the core of any success at CATEC. Integrated Math and English will provide our students with connections between learning a skill they love and how to apply Math or English directly to the skilled trade concepts. Writing food critiques; applying mathematical concepts to building a house; measuring and converting amounts of hair color; are all small examples of how academic course content can be integrated directly into course traditionally taught at CATEC.

Recommendation:

The Director recommends using a portion of the fund balance to support a Math Integration Specialist and a .5 English teacher to support the curriculum and professional development necessary to ensure a smooth transition to this model.

Item Number: 19-42

CATEC FY2019/2020 FUND BALANCE TRANSFER

DETAILS	AMOUNT
1 FTE Math Curriculum Integration Specialist (includes FICA and benefits)	84,000.00
.5 FTE English Instructor (includes FICA and benefits)	35,000.00
Furniture replacement (office and classroom)	20,000.00
TOTAL	139,000.00

prepared 8.9.19

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Approval of CATEC Foundation Members

Date: August 13, 2019

Enclosure:

ACTION

Background Information:

According to Article IV of the CATEC Foundation Bylaws, the Charlottesville-Albemarle Technical Education Center Board shall vote to accept or reject the directors of the Charlottesville-Albemarle Technical Education Foundation, and the newly selected slate of officers each year.

CATEC Foundation Board Members:

1. Rudy Beverly
2. Russell Cummings, Jr.
3. Silvia Dowell
4. Kathy Johnson-Harris
5. Eric Irizarry
6. Hosea Mitchell
7. Carlos Palomares
8. Brian Pinkston
9. Linda Seaman
10. Peggy Van Yahres
11. S. John Waits

The officers for the 2019-2020 academic year are: Russell Cummings, Jr., President; Hosea Mitchell, Vice President; Ms. Silvia Dowell, Secretary; and S. John Waits, Treasurer.

Recommendation:

It is recommended that the Center Board approve the CATEC Foundation Board as recommended by the Foundation Board of Directors.

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: 90-Day Entry Plan

Date: August 13, 2019
Enclosures:

INFORMATIONAL

Background Information:

The newly appointed Director will review an entry plan for the first 90 days as Director. The plan will focus on learning CATEC's overall programming, an action plan, and implementation.

Recommendation:

The Director will provide this information for review and discussion.

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Student Enrollment

Date: August 13, 2019
Enclosures:

INFORMATION

Background Information:

The Director will provide information concerning student enrollment in the CATEC Program areas for SY 2019-20.

Recommendation:

The information provided will be for review, discussion, and input from the Board members regarding areas needing improvement and those of concern.

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Veterinary Science Program presentation

Date: August 13, 2019
Enclosure:

INFORMATION

Background Information:

There will be a presentation providing an update to the Board about the Veterinary Science program at CATEC.

Recommendation:

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

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Comments

Date: August 13, 2019

Enclosures:

INFORMATION

Background Information:

The following CATEC administrators will be making comments:

Director – Stephanie Carter
Assistant Principal – Doug Keaton
Adult Education Coordinator – Deborah Gannon

Recommendation:

The comments provided will be for review and discussion.