

## MEETING MINUTES OF THE CATEC CENTER BOARD

March 19, 2019

At 6:01 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, Adult Education Coordinator; Ms. Leslie Chisholm, Clerk; and Mr. Augustine Arthur, Information and Engineering Technology instructor.

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

The Board began its meeting with the Pledge of Allegiance.

### AGENDA ITEM 19-13    AGENDA

Dr. Acuff offered a **motion** to adopt the agenda. Mr. Wade **seconded** it and the motion **passed**.

### AGENDA ITEM: 19-14    PUBLIC COMMENTS

There were none.

### AGENDA ITEM 19-15    APPROVAL OF MINUTES

Mrs. McKeever offered a **motion** to approve the Center Board minutes for the January 15, 2019. Mr. Wade **seconded** the motion and it **passed** with Dr. Acuff and Mrs. Puryear abstaining; they were not at the meeting.

### AGENDA ITEM: 19-16    APPROVAL OF FINANCIAL STATUS

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

### AGENDA ITEM: 19-17    AUDIT

Dr. Keiser reviewed the 2017-18 audit report for the Board. The instructional account had a clean audit with no findings. There was one reoccurring recommendation for the activities account, which stated that the instructors need to turn in receipts and money to the office in a timely manner to ensure that funds are deposited to the bank within three business days of being received. This recommendation will be communicated with staff and CATEC will continue to strive to improve in this area. Mrs. Puryear offered a **motion** to accept the audit. Dr. Acuff **seconded** it and the motion **passed**.

### AGENDA ITEM: 19-18    REVISED 2018-19 BUDGET

Dr. Keiser stated that, on the expenditure side, the budget reflects added fund balance and instructional expenditures approved during the October Board meeting. This includes salary and benefit expense adjustments in

the office of the Director, building services, and maintenance management. Previously, 50% of the Adult Education Coordinator position was in the improvement of instruction and 50% in adult programs. 100% of that position has now been reallocated to the adult programs. Mrs. Puryear offered a **motion** to accept the revised 2018-19 budget. Dr. Acuff **seconded** it and the motion **passed**.

**AGENDA ITEM: 19-19**      **2019-20 FUNDING REQUEST**

Dr. Keiser reminded the Board that this funding request reflects the mandated increases in personnel. She went into detail about updated numbers for benefit and salary increases from Mr. Jackson Zimmerman, Albemarle County Finance Director. The revisions include: 2.7% increase in health insurance expense; 5% increase in dental insurance expense, 0% increase in VRS expense, & 2.3% increase in instructional staff salary, 3% increase in classified staff salary (2.3% cost of living & 0.7% merit). There are no new programs or staff budgeted in fiscal year 2019-2020. Mrs. Puryear offered a **motion** to accept the 2019-20 Funding Request. Mr. Wade **seconded** it and the motion **passed**.

**AGENDA ITEM: 19-20**      **PROGRAM PRESENTATION**

Mr. Augustine Arthur, Information Technology and Engineering instructor, presented information about his program. He went into detail about the courses that are now being taught and his plans for the future of the program. The Board was invited to take a tour of his classroom.

**AGENDA ITEM: 19-21**      **COMMENTS**

**Director's Comments**

Dr. Keiser reported the following:

1. CATEC programs represented many different career paths at the two-day 10<sup>th</sup> grade career expo on Monday, October 29, 2018 and Tuesday, October 30, 2018 attended by 2,000 regional 10<sup>th</sup> graders. CATEC programs also participated in the two-day 7<sup>th</sup> grade career fair on Monday, March 18, 2019 and Tuesday, March 19, 2019.
2. CATEC will host:
  - a. CATEC Kids College w/PVCC serving rising 7<sup>th</sup> through 10<sup>th</sup> grade students
  - b. CATEC's own Summer Explorers Program for rising 7<sup>th</sup> through 10<sup>th</sup> grade students
  - c. The PACE (Plumbing, HVAC, Carpentry, and Electrical) Pre-Apprenticeship program for rising 9<sup>th</sup> through 12<sup>th</sup> grade students.
3. Ms. Silvia Dowell, PVCC Scholarship and Alumni Coordinator, supported CATEC students on Friday, December 7, 2018 to complete PVCC Admissions, Financial Aid, and Scholarship Applications.
4. There is a new dual enrollment agreement with PVCC for Electrical. Students will earn 9 DE credits starting in the fall of 2019.
5. The current dual enrollment agreement for the Information and Engineering Technology Academy has been updated. Students will earn 17 DE credits for Year I starting in the fall of 2019.
6. CATEC Cosmetology students competed and placed in the SkillsUSA 12<sup>th</sup> Annual Southwest Fall Festival in Danville, VA on Monday, November 19, 2018. The top three finishers included:

1<sup>st</sup> Place-Fantasy Hair-Neve Karasz (Homeschooled)  
2<sup>nd</sup> Place-Fantasy Hair-Ashley Wright (AHS)

1<sup>st</sup> Place-Fantasy Nail-Laura Diaz Hinacapie (AHS)  
3<sup>rd</sup> Place-Fantasy Nail-Rosibel Sanchez (CHS)

3<sup>rd</sup> Place-Manakin Combout-Alejandra Jara (MOHS)

7. CATEC students competed in the SkillsUSA competitions at Massanutten Technical Center on February 8<sup>th</sup>, Valley Career Technical Center on February 18<sup>th</sup>, and Auto Body SkillsUSA competitions at CATEC on February 26<sup>th</sup>. All of the top finishers (18 total) are eligible to attend the State competitions in Virginia Beach on April 12<sup>th</sup>-14<sup>th</sup>.

Painting & Refinishing

1<sup>st</sup>-Place-Brandon Shifflett (MOHS)

Collision Repair

1<sup>st</sup> Place-Franklin Guerra (PG MOHS)

Second 1<sup>st</sup>-Place-Steven Bowen (CHS)

Cosmetology/Fantasy Manikin

2<sup>nd</sup> Place-Neve Karasz (Homeschooled)

Carley Hurley (CHS)

Nakaia Rush (PG MOHS)

Electrical

1st Place-Liam Bibb (AHS)

EMT

1<sup>st</sup> Place-Blaine Sandridge (WAHS)

1<sup>st</sup> Place-Virginia Clark (WAHS)

2<sup>nd</sup> Place-Jessica Walker (WAHS)

2<sup>nd</sup> Place-Lauren Tipton (WAHS)

Firefighting

2<sup>nd</sup> Place-Jonathan Pace (MOHS)

Postgraduate-Holly Jenkins (MOHS)

First Aide & CPR

1<sup>st</sup> Place-Brianna Smiley (AHS)

2<sup>nd</sup> Place-Rebecca Gimbert (MOHS)

3<sup>rd</sup> Place-Bailey LaPrade (MOHS)

4<sup>th</sup> Place-Kenley Woods (AHS)

Veterinary Science

1st Place-Autumn Woodson (MOHS)

2<sup>nd</sup> Place-LaAsia Thomas (CHS)

8. Amanda Gimbert was awarded the W.R. Copeland Memorial Award for “2018 Outstanding EMT of the Year” by the Lake Monticello Rescue Squad.
9. Holly Jenkins, a CATEC Firefighting student, earned her Emergency Vehicle Operation – Class 1, Class 2, and Class 3 certifications through the Virginia Department of Fire Programs and the Virginia Fire Services Board.
10. Job Shadowing opportunities were scheduled for Auto Body and Auto Tech students over Winter Break at local automotive facilities.
11. CATEC has been selected as a participant in the Klein Tools May 8<sup>th</sup> National Signing Day Event. Students recognized during the event will be committing to a job, apprenticeship, or advanced technical training in the building and construction industries.

12. CATEC students so far have earned 168 VDOE recognized industry credentials; 123 Workplace Readiness Certifications; 70 ASE (Automotive Service Excellence); and 30 NCCER CORE (16 BT; 14 EL) credentials. 23 students have completed and earned a certificate in ServSafe Food Handler Training and 118 students have received their BLS (Basic Life Support) First Aid/CPR certification along with 2 DE credits. Firefighting students have received certificates for FEMA100, FEMA200, FEMA700 & FEMA800. This amounts to 36 total certificates earned so far for students enrolled in the Firefighting program.
13. PVCC Apprenticeship Review Team met twice in break-out groups, examining curriculum, finances, facilities, recruiting/marketing, and regional employer engagement. The Superintendents informed the Board that they are expecting a proposal from Mr. John Donnelly regarding apprenticeships.
14. A team visited Germana Community College's FredCAT (Fredericksburg Center for Advanced Technology) and toured the recently renovated construction trades program on Monday, January 28<sup>th</sup>.
15. On Monday, February 25<sup>th</sup>, the Central Virginia Apprenticeship Council facilitated a Regional Employer Engagement Group meeting to discuss a Community Apprenticeship Partnership between Albemarle County, Charlottesville City, PVCC, and CATEC. The goal is to provide the building trade businesses with a comprehensive classroom and hands-on training program that will be the best quality, most efficient, and cost-effective classroom training for the area apprenticeship programs.

#### **Assistant Principal's Comments**

Mr. Keaton reported the following:

1. 95.7 % of CATEC students have passing grades in the 1<sup>st</sup> semester. 302 out of 318; 86% with a C or better
2. Failing grades decreased 3.5%
3. 2% of discipline cases are consistent issues; eight students. This statistic has decreased since the 1<sup>st</sup> 9 weeks.

#### **Adult Education Coordinator's comments**

Mrs. Gannon reported the following:

1. Enrollment in January was 289: 231 apprentices and 58 adults. There is an increase of 18% from Spring 2018 – 243 students.
2. The following scholarships have been given: 6 Foundation scholarships @ \$500.00 each plus 9 Auto Tech scholarships for a total of \$2,877.00.
3. The Certified Nursing Assistant class is getting ready to test, with 2 more classes coming up.
4. The Pharmacy class ran this semester with a great new instructor, Jessica Partusch.
5. The Dental class ran both fall and spring semesters this year.
6. All 3 sections of Auto Tech are running in both fall and spring.
7. The Auto Body class is new this year and it ran in the fall and the spring.

#### **AGENDA ITEM: 19-22**

#### **OTHER BUSINESS BY BOARD AND SUPERINTENDENTS**

There was no additional business.

#### **AGENDA ITEM: 19-23**

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

**NAYS:**

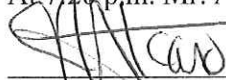
**ABSENT:**


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

Dr. Acuff offered a **motion** to accept the action of Employee A and B. Mrs. McKeever **seconded** it and **the motion passed.**

**ADJOURNMENT**

At 7:28 p.m. Mr. Alcaro adjourned the meeting of the CATEC Center Board.

  
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Chair

  
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Clerk

8/13/17  
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Date

8.13.2019  
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Date