

## MEETING MINUTES OF THE CATEC CENTER BOARD

March 20, 2018

At 6:01 p.m., Mr. Juandiego Wade called to order the meeting of the CATEC Center Board.

**BOARD MEMBERS PRESENT:** Mrs. Leah Puryear, Mr. Juandiego Wade, Mr. Steve Koleszar, Mr. David Oberg, Mrs. Jennifer McKeever, and Mr. Jonno Alcaro.

**BOARD MEMBERS ABSENT:**

**STAFF MEMBERS PRESENT:** Dr. Daphne Keiser, Director; Mrs. Deborah Gannon, Assistant Principal; Mrs. Karen Brown, Cosmetology instructor; Mrs. Jacqueline Waller, Cosmetology instructor; and Ms. Leslie Chisholm, Clerk.

**OTHERS PRESENT:** Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pam Moran, Albemarle County Superintendent; Mrs. Linda Seaman, CATEC Foundation Board member; and Mr. Madison Cummings, CATEC Foundation Board member.

### AGENDA ITEM 18-13    AGENDA

Mr. Alcaro offered a **motion** to approve the agenda. Mrs. Puryear **seconded** it and the motion **passed**.

### AGENDA ITEM: 18-14    PUBLIC COMMENTS

There were no public comments.

### AGENDA ITEM 18-15    APPROVAL OF MINUTES

Mr. Koleszar offered a **motion** to approve the Center Board minutes. Mr. Oberg **seconded** it and the motion **passed**.

### AGENDA ITEM: 18-16    APPROVAL OF FINANCIAL STATUS

Dr. Keiser assured the Board that there were no concerns with regard to the financial report. Mr. Oberg offered a **motion** to approve the financials. Mr. Koleszar **seconded** it and the motion **passed**.

### AGENDA ITEM: 18-17    AUDIT

Dr. Keiser called the audit reports to the Center Board's attention. The Instructional account had a clean audit with no findings. There was one reoccurring recommendation for the Activities account which stated that the instructors should 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. The recommendation will be communicated with the staff and CATEC will continue to strive to improve in this area. In addition, CATEC will consult with the Finance Specialists at each of the base high schools to inquire how they address this issue and determine necessary changes to the finance procedures. There was discussion concerning using a different accountant and Mr. Koleszar pointed out that Robinson, Farmer, Cox Associates is the only firm in town that has the capability to do government audits. Mr. Wade requested that other accountants within the firm review the audit. Mr. Koleszar offered a **motion** to receive the audit. Mrs. McKeever **seconded** it and the motion **passed**.

**AGENDA ITEM: 18-18**

**PROGRAM PRESENTATION**

Mrs. Karen Brown, Cosmetology instructor, presented information about the Cosmetology program. Mrs. Brown detailed the numerous career pathways, the program's rigorous curriculum, and what the students study to earn their Cosmetology II state license. There were many former and current students in attendance – several spoke to the impact the program has had on their career. Mrs. Brown also highlighted the businesses who hire CATEC Cosmetology students, provide internships, and/or serve on the Cosmetology Advisory Council.

**AGENDA ITEM: 18-19**

**COMMENTS**

Director's comments

Dr. Keiser announced the following:

- CATEC hosted the Community Night Soul Feast on February 6, 2018.
- The Auto Body, EMT, and Firefighting students were invited to tour the Insurance Institute for Highway Safety on February 22, 2018.
- CATEC programs represented various career paths at the PVCC Regional 7<sup>th</sup> Grade Career Fair at UVA on March 13/14, 2018.
- CATEC hosted a Solar-bration on March 16, 2018. Members of the Solar for Schools Partnership including representatives from Dominion Energy, the National Energy Education Development Project, Sigora Solar, Mr. David Toscano, Mrs. Jane Dittmar, and a representative from Congressman Tom Garrett's office unveiled the new solar installation.
- CATEC submitted an entry for the Virginia School Board's Association Excellence in Workforce Readiness Award to highlight the career development program and workforce readiness efforts.
- CATEC is submitting a GO Virginia grant proposal to seek funding support to initiate and develop a bio-technology career education pathway program and incubator for CATEC's regional high school and adult students.
- Dr. Keiser and Mrs. Amanda Jay, the Career Development Specialist, presented at the February 27, 2018 Rotary Club dinner. Specific information was provided about CATEC programs, career development, and details pertaining to the upcoming interview-hire events.
- CATEC participated in the UVA Apprenticeship Job Fair on March 6, 2018.
- CATEC is hosting a Youth Job Fair on March 22, 2018. Students from all base high schools have been invited to attend and approximately 40 businesses are expected to participate.
- The Nurse Aide Hire event will be Wednesday, May 2, 2018 and area employers will be at CATEC to hire CATEC students who have taken their state board exams.
- Electrical students and Youth Registered Apprentices, Jacob Roberts and Owen Grinnell, have been hired by Moore's Mechanical and Electrical. They will attend the paid orientation.
- Electrical students and Youth Registered Apprentices, Adrienne Rosas and Najahad Allen, successfully competed in the Design Electric Apprenticeship Challenge this month and will attend paid orientation.
- Auto Tech student and Youth Registered Apprentice, Eric Gauchi, has been hired by Jim Price Chevrolet and he began work on March 6, 2018.
- Currently CATEC has a total of 11 registered apprentices.
- SkillsUSA District competitions were held at Massanutten Technical Center on Friday, February 2nd. Those who placed in the top 4 are:
  - 1st -Amanda Gimbert - EMT
  - 1st - Holly Jenkins - EMT
  - 2nd - Liam Bibb - Carpentry
  - 2nd - Erendida Salazar - Nurse Aide

- 2nd - Janea Sosa - Fantasy Manakin
  - 3rd - Cierra Christian - Nurse Aide
  - 3rd - Max Congdon - Auto Technology
  - 3rd - Cody Rhodes - Automotive Refinishing
  - 3rd - Franklin Guerra - Collision Repair
  - 4th - Rebecca Gimbert - EMT
  - 4th - Kenley Woods – EMT
- The following students will be representing CATEC in state SkillsUSA competitions in Virginia Beach April 20-22, 2018
- Amanda Gimbert - EMT
  - Holly Jenkins - EMT
  - Rebecca Gimbert – EMT
  - Kenley Woods - EMT
  - Cierra Christian - Nurse Aide
  - Alonda Clark - Nurse Aide
  - Janea Sosa - Fantasy Manakin
  - Ashley Wright - Fantasy Manakin
  - Neve Karasz - Fantasy Manakin
  - Maddy Boyster - Fantasy Manakin

#### Adult Education comments

In Mr. Bosselman's absence, Mrs. Gannon updated the Board on the Adult Education programs.

- There are 258 students currently enrolled.
- The Skilled Trades Academy, which is pre-apprenticeship training, has been completed. The students, then, go into an apprenticeship.
- The CATEC Foundation has awarded scholarships to some of the Adult Education students.
- The Apprenticeship program is up and running. The Central Virginia Apprenticeship Council has expanded its membership and meeting attendance. She went into detail about how the Adult Education programs are meeting the apprenticeship needs of local employers.
- Program expansion is being considered in all areas including more apprenticeships and community engagement to meet the needs of local residents and employers.
- Expanding Adult Education's presence in social media will be a priority.

#### AGENDA ITEM: 18-20

#### OTHER BUSINESS BY BOARD AND SUPERINTENDENTS

There was no additional business.

#### AGENDA ITEM: 18-21

#### CLOSED SESSION

Mrs. Puryear 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. Mr. Oberg **seconded** it and the motion **passed**.

#### **Certify Closed Meeting**

Mrs. Puryear 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. Oberg **seconded** the motion **and roll was called**:

**AYES: Mr. Koleszar, Mrs. Puryear, Mr. Alcaro, Ms. McKeever, Mr. Wade, and Mr. Oberg.**

**NAYS:**

**ABSENT:**

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

Mr. Koleszar offered a **motion** to approve the personnel recommendations made by the Director. Mr. Oberg **seconded** it and the motion **passed**.

**ADJOURNMENT**

At 7:38 p.m. Mr. Wade adjourned the meeting of the CATEC Center Board.

Chair

Clerk

Date

Date

*8/21/2018*

*August 21, 2018*