

MEETING MINUTES OF THE CATEC CENTER BOARD

October 16, 2018

At 5:02 p.m., Mr. Juandiego Wade called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Leah Puryear, Mr. David Oberg (arrived at 5:04p.m.), Mrs. Jennifer McKeever (arrived at 5:17p.m.), Mr. Steve Koleszar, Mr. Jonno Alcaro, and Mr. Juandiego Wade.

BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Dr. Daphne Keiser, Director; Mr. Doug Keaton, Assistant Principal; Mrs. Deborah Gannon, Adult Education Coordinator; Mrs. Shannon Tomlin, Career Center Specialist; and Ms. Leslie Chisholm, Clerk.

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

AGENDA ITEM 18-48 AGENDA

Mr. Koleszar offered a motion to approve the agenda. Mrs. Puryear seconded it and **the motion passed with Mr. Oberg and Mrs. McKeever absent.**

AGENDA ITEM 18-49 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM 18-50 APPROVAL OF MINUTES

Mr. Koleszar offered a **motion** to approve the Center Board minutes (for May 15, 2018 Center and Joint Board meetings). Mrs. Puryear **seconded** it and **the motion passed with Mr. Koleszar abstaining and Mr. Oberg and Mrs. McKeever absent.**

AGENDA ITEM: 18-51 APPROVAL OF FINANCIAL STATUS

Mr. Koleszar stated that he found the fund balance report confusing in the way it is presented. He requested that the information state the total fund balance less committed fund balance equaling the available fund balance. Mr. Koleszar suggested it be done the way Albemarle County does it. Mrs. Puryear offered a **motion** to approve the financial status. Mr. Koleszar **seconded** it (with the changes noted) and **the motion passed with Mrs. McKeever absent.** Mr. Koleszar asked if there was anything that the Board needed to be concerned about and Dr. Keiser replied that there was not.

AGENDA ITEM: 18-52 BANK SIGNATURES

Dr. Keiser requested that the CATEC Center Board authorize the following CATEC staff positions and staff to be signatories on the Wells Fargo Bank account:

- Director – position held by Daphne Keiser
- Apprenticeship and Adult Programs Coordinator – position held by Deborah Gannon
- Finance and Budget Analyst – position held by Marlaine Hall

Mr. Koleszar asked if CATEC had a policy that checks over a certain amount required two signatures. Dr. Keiser confirmed that all checks written at CATEC need two signatures. Mrs. Puryear offered a **motion** to approve the bank signatures. Mr. Koleszar **seconded** it and the **motion passed with Mrs. McKeever absent**.

AGENDA ITEM: 18-53 **FUND BALANCE TRANSFER**

- Dr. Keiser reported that funds were obligated at the end of the last fiscal year for the build-out of the Veterinary Science program for which final invoices are currently being received and processed. Those items included construction of the space, classroom furnishings, refurbishing of existing cabinets, and Veterinary Science equipment, materials, and supplies.
- The Auto Tech instructor and students, along with the maintenance department at the ACPS bus shop, spent significant time working on the Ford Explorer so that the vehicle would be operational. There were still mechanical and safety concerns after the work was completed. The recommendation was made that the vehicle go through the County auction process because it is not safe to transport students. As a result, CATEC needs a vehicle to transport students to competitions, internships, job fairs, etc.
- The CATEC brochure has been updated to reflect the Veterinary Science program addition and the updated dual enrollment credits for several programs.
- CATEC is proposing to engage in another school-wide interdisciplinary project. During the first semester, students will research and collect feed-back from upper elementary and middle school teachers and students with regard to designing and constructing a mobile maker space that will be utilized with students in grades 5 -7. CATEC students will also research the curriculum, SOLs, and pacing guides for grades 5-7; primarily math, science, and language arts to determine grade-appropriate activities. These would reinforce grade-level skills while also exposing students to the various skills used in the CATEC program areas. There would be opportunities for CATEC students and staff to meet with other students to support the learning that is taking place at the base school. The Maker Space would be a great marketing tool and the first formal introduction to the trades for the upper elementary students.

Dr. Keiser called the Board's attention to the funding chart that lists the items she has referenced.

There was discussion about which of the projects have been completed and previously authorized. Dr. Keiser stated that there were funds left over from last year that she is requesting to use to pay for these items. Mr. Oberg offered a **motion** to approve the authorization of the total of \$180,000 for ongoing CATEC projects as outlined in the proposal. Mrs. Puryear **seconded** it and the **motion passed with Mrs. McKeever absent**.

AGENDA ITEM: 18-54 **APPROVAL OF NEW CATEC FOUNDATION MEMBERS**

According to Dr. Keiser, the CATEC Foundation Board would like to submit an updated list of the Board of Directors and officers for the Center Board's approval.

CATEC Foundation Board of Directors:

1. Madison Cummings, Jr.
2. Ned Gallaway
3. Jolene Hamm
4. Kathy Johnson Harris
5. Hosea Mitchell
6. Carlos Palomares
7. Linda Seaman
8. Peggy Van Yahres
9. John Waits

The Foundation Board of Directors requested, from the CATEC Center Board, the approval of the appointment of Sylvia Dowell and Eric Irizarry to the CATEC Foundation Board. The Foundation Board officers recommended for the 2018-2019 academic year are: Dr. Jolene Hamm, President; Mr. Madison Cummings, Jr., Vice President; Ms. Silvia Dowell, Secretary; and Mr. Hosea Mitchell, Treasurer.

Mr. Koleszar offered a **motion** to approve the members of the Foundation Board. Mrs. McKeever **seconded** the motion and **the motion passed**. Mr. Wade thanked the Foundation Board members for their contributions.

AGENDA ITEM: 18-55 **PROPOSED PVCC/CATEC APPRENTICESHIP PROGRAM**

The Central Virginia Apprenticeship Council (CVAC) is an organization consisting of Central Virginia business and trade professionals focusing on the establishment and promotion of business and trade apprenticeships. Dr. Keiser introduced the CVAC president, Mr. Guy Moffett, the vice president, Mr. Hal Hurka, and Mr. Casey Carwile, CVAC member. Dr. Keiser gave some background information stating that the Central Virginia Apprenticeship Council facilitated two joint meetings between ACPS, CCS, PVCC, and CATEC. Prior to meeting, CVAC disseminated a survey to stakeholders gauging the type and extent of services provided pertaining to apprenticeship courses. The CVAC stressed the need for all stakeholders to communicate/work together in order to avoid duplicating actions or competing with each other to provide these services. There was discussion as to how to set up the local apprenticeship program between CATEC and PVCC as one program. Combining both programs may be a way to elevate and grow apprenticeships, highlight, and promote programs as “college for the trades.”

Dr. Keiser reiterated that CATEC looks forward to upcoming directives as stakeholders continue to meet regarding next steps in this transition for a combined, comprehensive community apprenticeship program. The stakeholders proposed developing a Memorandum of Understanding (MOU) that will undergo a legal review process. In addition, the parties are asking for approval to review programmatic aspects of the current regional apprenticeship programs offered by CATEC and PVCC including a review of CATEC facilities used for apprenticeship, instruction, and training.

Mr. Koleszar asked for the CVAC’s input because it appears to him that PVCC is trying to take over apprenticeships; if they are, is that good for CATEC apprenticeship students. Mr. Moffett spoke at length about the training that local businesses need for CATEC students to have in addition to educating parents,

students, and guidance counselors about the value of apprenticeships. He emphasized the concept of a partnership between CVAC, ACPS, CCS, PVCC, and CATEC that would serve as an example to the rest of Virginia. It will take 5-6 months to figure out the financial aspect to ensure longevity and work out the details of the partnership. Mr. Moffett stated that PVCC will be administering the program because they have the manpower and facilities to do it.

Mrs. Puryear confirmed that Dr. Keiser needs the Board to grant permission to have the Memorandum of Understanding developed and reviewed by legal counsel to be sure of any legalities as it relates to the Board and the organization. Dr. Atkins remarked that the MOU will take a while to develop; she and Dr. Haas are still in conversation about the details. She stated that the focus is to make sure they have a partnership with the businesses so they can have a steady pool of high school and adult students who will go into an apprenticeship program that will meet their needs.

AGENDA ITEM: 18-56 **STUDENT ENROLLMENT**

Dr. Keiser informed the Board that the overall preliminary enrollment number was 337, at the day-10 count, the enrollment was 331, and currently the enrollment is 327. She pointed the enrollment charts out to the Board and gave a detailed explanation for the current numbers. Mr. Oberg gave Dr. Keiser credit for the increased enrollment. There was discussion about the enrollment in the various programs. Mrs. Puryear commended the CATEC team for the excellent marketing done which has had an impact on enrollment.

AGENDA ITEM: 18-57 **2019-20 FUNDING REQUEST & PROGRAM OF STUDIES**
DRAFT

Dr. Keiser called the Program of Studies to the Board's attention. She asserted that, though the majority of the document will remain the same, there are a few additions and adjustments that are being proposed. She went into detail about those, along with the rationale for the changes.

Dr. Keiser also requested the Board's feedback and discussion about the proposed 2019-20 Funding Request. It includes the anticipated salary and benefit increases including 2.5% salary increase for staff, 5% increase for health insurance expense, 2% VRS increase, and the addition of one 1 FTE and three .5 FTE positions. The total cost for the increases in the proposed high school budget is \$142,023.00 or 5.12%. CATEC will work with the Albemarle County Finance Department to determine the mandated increases and adjust the funding request accordingly.

Mr. Keaton presented detailed information about the Career Exploration program curriculum; the intention of it being to develop life-long learners. He explained the "Project Lead the Way" grant that he is applying for, how those funds would be utilized, and how to move forward should the grant not be awarded. The proposed various career pathway options were reviewed.

Mrs. McKeever hoped that the Board would discuss the budget implications beyond 2018-19 for the long-term plans proposed; it will require some strategic vision. Mr. Koleszar recommended that the Joint Board meeting next May would be a good time to garner both boards' participation and support. Mrs. McKeever commended the creativity of the proposed programs. Dr. Atkins suggested that the Board consider, as the divisions share programs and have satellites in the respective schools, that a model be created that would eliminate barriers to students. As a result, the students would be able to share in those

programs since it is not possible to have each of these programs in each of the schools. There are wonderful opportunities for all students in Albemarle and Charlottesville; a cross-pollination of the student population that can take advantage of all of these great options.

AGENDA ITEM: 18-58 OTHER BUSINESS BY BOARD AND SUPERINDENTS

Dr. Haas expressed excitement about the Apprenticeship MOU; it is a good opportunity to work together to produce a quality program. He commended Dr. Keiser and Mr. Keaton for all the outreach that they do – especially actually going out to the high schools and asking what CATEC can do for them. He feels that is why there is a growth in enrollment. Dr. Atkins complimented Dr. Keiser and her team for how they have branded CATEC and sending the message that CATEC is where students want to be.

AGENDA ITEM: 18-59 CLOSED SESSION

Mr. Alcaro 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. Koleszar **seconded** it and the motion **passed**.

Certify Closed Meeting

Mr. Alcaro 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. Koleszar **seconded** the motion **and roll was called**:

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

NAYS:

ABSENT:

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

Mr. Koleszar offered a **motion** to hire per the list provided in the closed meeting and accept resignation of Employee #1. Mrs. McKeever **seconded** it and **the motion passed**.

ADJOURNMENT

At 6:10 p.m. Mr. Wade adjourned the meeting of the CATEC Center Board.




Chair



Clerk



Date



Date