



PROPOSED AGENDA FOR A *REGULAR* MEETING
OF THE CATEC CENTER BOARD
January 16, 2018 – **6:00 p.m.**

Order of Business		Agenda Item	Subject	Action Informational
6:00 p.m.	Roll Call			
	Agenda	18-01	Adoption of Agenda	A
6:05 p.m.	Community Participation	18-02	Public Comments	I
6:10 p.m.	Center Board	18-03	Annual Organization	A
		Annual Organizational Meeting of the Center Board for 2018 A. Election of Chairperson (Acting Supt. of Record presiding) B. Election of Vice Chairperson C. Election of Clerk D. Election of Deputy Clerk E. Election of Superintendent of Record F. Legal Counsel Recommendation G. Appointment of Fiscal Officer H. Establishment of location, date and time for meetings I. Appointment of designee(s) to represent Superintendent of Record at meetings in absence of Superintendent J. Authorization to sign documents in absence of Supt. of Record K. Policy Recommendation		
	Minutes	18-04	Approval of Minutes	A
6:20 p.m.	Financials	18-05	Approval of Financial Status	A
		18-06	2017-18 Budget Amendment	A
6:25 p.m.	Center Board	18-07	Automotive Service Technology Presentation	I
6:45 pm		18-08	2018-2019 Funding Request	A
		18-09	Strategic Plan Update/Next Steps/ Location of CATEC	A
7:10 p.m.	Comments	18-10	Director's Comments Adult Ed Coordinator's Comments	I I
7:15 p.m.	Other Business	18-11	Other Business by Board and Superintendents	I
7:20 p.m.	Closed session	18-12	Personnel	A
7:30 p.m.	Adjournment			

Next meeting date: March 20, 2018

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Annual Organization

Date: January 16, 2018
Enclosures:

ACTION

Background Information:

Article VIII, Section 2, amended at the May 19, 2009 Center Board meeting, of the CATEC Bylaws provides that at the annual organizational meeting in January, the Center Board Shall elect a Chair, a Vice-Chair, and a Clerk. It shall select one of the two Superintendents to serve as the Superintendent of Record. It shall fix the day, time, and place of the regular meetings, all for the ensuing year.

Superintendent Designees

At the organizational meeting, the Center Board also appoints the designee to represent the Superintendent of Record at meetings in the absence of the superintendent and to authorize an individual to sign documents in the absence of the superintendent of record.

Legal Representation

At the 1992 organizational meeting, the Center Board agreed to appoint legal representation on an as needed basis.

Recommendations:

- A-B. It is recommended that the Center Board select a Chair and Vice-Chair as prescribed in the bylaws.
- C-D. It is recommended that the Center Board appoint the Administrative Assistant, Leslie Chisholm, the Clerk of the Center Board. It is further recommended that the Center Board appoint the Assistant Principal, Debbie Gannon, as Deputy Clerk.
- E. It is recommended that the Center Board appoint the Superintendent of Record as prescribed in the bylaws.
- F. It is recommended that the Center Board agree to give authorization to the Director, after consultation with the Superintendent of Record, to appoint legal representation on an as needed basis.
- G. It is recommended that the Center Board appoint the Charlottesville City Treasurer, Jason Vandever, as the Fiscal Officer of CATEC.
- H. It is recommended that the Center Board establish the location, date, and time for meetings.
- I-J. It is recommended that the Center Board approve the Superintendent of Record to appoint a designee to represent and sign documents for the Superintendent of Record.
- K. It is recommended that the Center Board continue to operate under the policies of the Albemarle County Schools except when specific Center Board policies have been adopted.

Item Number: 18-03

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

2018

January	Tuesday	January 16, 2018	6:00 p.m.	Center Board
February	No meeting			
March	Tuesday	March 20, 2018	6:00 p.m.	Center Board
April	No meeting			
May	Tuesday	May 15, 2018	5:00 p.m. 6:00p.m. 6:45 p.m.	Center Board Dinner (TBD) Joint Board
June	No meeting			
July	No meeting			
August	Tuesday	August 14, 2018	6:00 p.m.	Center Board
September	No meeting			
October	Tuesday	October 16, 2018	5:00 p.m. 6:00 p.m. 6:45 p.m.	Center Board Dinner (TBD) Joint Board
November	No meeting			
December	Tuesday	December 11, 2018	6:00 p.m.	Center Board
January	Tuesday	January 15, 2019	6:00 p.m.	Center Board

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Minutes

Date: January 16, 2018
Enclosures: 1

APPROVAL OF
MINUTES

Background Information:

The minutes for the December 12, 2017 Center Board meetings are enclosed.

Recommendation:

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

Item Number: 18-04

MEETING MINUTES OF THE CATEC CENTER BOARD

December 12, 2017

At 6:04 p.m., Mr. Dave Oberg called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Pam Moynihan, Mr. David Oberg, Mr. Ned Michie, Mrs. Leah Puryear, Mr. Juandiego Wade, and Mr. Steve Koleszar.

BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Dr. Daphne Keiser, Director; Mrs. Deborah Gannon, Assistant Principal; Mr. Bruce Bosselman, Adult Education Coordinator; Ms. Leslie Chisholm, Clerk; and Mr. Ronald Moore, Auto Body Repair instructor.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pam Moran, Albemarle County Superintendent; Mr. Hosea Mitchell, CATEC Foundation Board member; Ms. Kathy Harris, CATEC Foundation Board member; Ms. Peggy Van Yahres, CATEC Foundation Board member; and Mr. Madison Cummings, Jr., CATEC Foundation Board member.

AGENDA ITEM 17-62 AGENDA

Mr. Koleszar offered a **motion** to adopt the agenda. Mr. Wade **seconded** the motion and **the motion passed**.

AGENDA ITEM 17-63 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM 17-64 MINUTES

Mr. Koleszar offered a **motion** to approve the Center Board minutes for October 17, 2017. Mr. Wade **seconded** the motion and **the motion passed**.

AGENDA ITEM: 17-65 APPROVAL OF FINANCIAL STATUS

Mr. Koleszar offered a **motion** to receive the financial statements. Mr. Michie questioned the 100% notation for every category. Mr. Koleszar explained that the purpose of the percentages is to enable Dr. Keiser to alert the Board of potential variances in funding. Mr. Wade **seconded** the motion and **the motion passed**.

AGENDA ITEM 17-66 PROGRAM PRESENTATION

Dr. Keiser introduced Mr. Ronald Moore, the Auto Body Repair instructor. Mr. Moore started with an overview of his background and experience. He presented the job growth for this field, the earning potential, and the certifications his students can earn. He stressed the need for skilled workers in Auto

Body and outlined his goals for the program for next year including the possibility of teaching adult classes.

AGENDA ITEM: 17-67 **APPROVAL OF CATEC FOUNDATION OFFICERS**

Dr. Keiser stated that the CATEC Foundation Board would like to submit the Board of Directors and Officers for Center Board approval. She introduced those in the audience: Mr. Hosea Mitchell, Ms. Kathy Johnson, Ms. Peggy Van Yahres, and Mr. Madison Cummings, Jr.

The CATEC Foundation Board of Directors:

Ms. Stephanie Carter
Mr. Madison Cummings, Jr.
Dr. Ned Gallaway
Dr. Jolene Hamm
Ms. Kathy Harris
Mr. André Luck
Mr. Hosea Mitchell
Ms. Trina Murphy
Mr. Carlos Palomares
Ms. Linda Seaman
Mr. John Waits
Ms. Peggy Van Yahres

The CATEC Foundation Board Officers beginning January 2018:

Dr. Jolene Hamm, President
Mr. Madison Cummings, Jr., Vice President
Ms. Stephanie Carter, Secretary
Mr. Hosea Mitchell, Treasurer

Mr. Koleszar offered a **motion** to approve the election of the officers. Mr. Michie **seconded** the motion and **the motion passed**.

AGENDA ITEM: 17-68 **PROGRAM OF STUDIES**

Mrs. Gannon, CATEC Assistant Principal, provided information about the Veterinary Science program proposed for the upcoming school year. This information, along with the Program of Studies, was submitted to the Center Board for review, discussion, and approval. Mrs. Gannon went into detail about the new program including dual enrollment credits, the requirements for the instructor's credentials, career pathways and certifications, the curriculum, necessary equipment, and community partnerships. There was discussion about dual enrollment testing, earning potential for these students, and the limited funds to launch this program.

Mr. Koleszar reminded the group that that there were two components to a successful program. One is a good partnership with employers who are in need of workers and a teacher who will inspire the students. In addition, any time a program is started, the first year is rocky.

Mr. Koleszar offered a **motion** to add Veterinary Science to the Course of Studies. Mrs. Moynihan **seconded** the motion and roll was called. **The motion passed** by the following recorded vote:

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

NAYS: Mr. Wade

ABSTAIN: Mr. Michie

The motion carried by a 4:1:1 vote.

Mr. Oberg stated that the Program of Studies is adopted.

AGENDA ITEM: 17-69 **FUNDING REQUEST PROPOSAL**

Dr. Keiser reviewed the summary of funding changes that were included in the updated funding request. Mr. Jackson Zimmerman, Albemarle County Finance Director, provided updated information: health insurance expense was reduced to \$9,312/year for full-time employees, dental insurance was reduced 5%, VRS expense was reduced to 16.88% of full-time employees' annual salary, and classified staff salary increase of 2.7%.

She noted that the .5 Cosmetology instructor's position was maintained in the proposed budget and recommended offering a section of Adult Cosmetology during the day next academic year. The program will be reassessed in the fall; maintaining the position would be contingent on adequate student enrollment in the adult program. The total cost for the mandated increases, additional positions, and the reduction in position is \$271, 027 or 9.69%. Dr. Keiser sought the Board's guidance and feedback on the proposed budget.

Mr. Koleszar observed that the fund balance was not applied and needed to be reflected in the budget request. He stated that, by policy, if there is 10% that has not been committed to something else, it goes to fund the next year's budget. He went on to say that, at this point in the year, the fund balance can be used for necessary items. If there is nothing Dr. Keiser wants to do with it, by policy, it goes in as a revenue stream (the excess of 10%). The use of it needs to be approved by the Board in the budget. He went on to say that purchasing equipment is an appropriate use of the fund balance. If there is not a use for it, it goes to fund the budget.

Dr. Keiser explained the position changes:

.5 for Veterinary Science instructor

.5 EMT instructor – for the additional satellite program at Western Albemarle High School.

.5 reduction of Culinary Arts instructor

Dr. Moran commented that the increase for Albemarle County looks different than what Jackson Zimmerman had. She suggested that, after the fund balance piece is taken into consideration, Dr. Keiser make sure that Mr. Zimmerman had the most accurate updated numbers even though it could still change. Mr. Koleszar also suggested that Mr. Zimmerman be given a list of employees with their years of experience that will help him with more accurate salary projections. Mr. Michie requested that future budgets be broken down by programs so that the board knows how much each one costs. He also said that there should be serious discussion about the satellite programs – and the cost as it relates to which divisions' students will be able to attend at that specific location.

AGENDA ITEM: 17-70 **WORK SESSION UPDATE**

Dr. Keiser reported that there was a work session on November 27, 2017 and the committee decided, and will recommend to the Board, that CATEC will remain at the Rio Road location and not relocate to PVCC. Based on the specific needs of both the City and the County high school students as well as new guidelines from the Profile of a Virginia Graduate, CATEC could become more of a specialty center with a focus in the STEM areas. Permission was requested from the Center Board to broaden the study group, invite representatives of technology, science, and engineering, as well as refresh the Strategic Plan to align with the future vision of CATEC. A discussion ensued about how the committee came to this recommendation, what to do with this facility, future challenges, how to market/rebrand CATEC, and – based on the vision of the Strategic Plan – what the next steps are.

AGENDA ITEM: 17-71 **COMMENTS**

Director's comments

Dr. Keiser updated the Board on the following topics:

1. Auto Body Technology program's award of an \$11,000 Classroom Enhancement Grant from Collision Repair Education Foundation.
2. CATEC Food Bus "Technical Eats" construction.
3. CATEC programs represented many different career paths at the two-day 10th grade career expo.
4. CATEC will host, and participate in, CATEC Kids College w/PVCC serving rising 7th through 10th grade students.
5. The PVCC representatives who assisted CATEC students with the PVCC admissions process.
6. SkillsUSA 11th Annual Southwest Fall Festival results.
7. CATEC students involved in Community Engagement.
8. Business Partnerships/Internships/Job Opportunities.
9. CATEC students' Workplace Readiness and Certifications.

Adult Education Coordinator's comments

Mr. Bosselman reported on Adult Ed enrollment which is a 14% increase over last year at this time. He went into detail about the classes being offered, including new ones with current enrollment, and how the apprenticeship program may change.

Mr. Oberg recognized Mrs. Pamela Moynihan and Mr. Ned Michie for their service to the CATEC Center Board.

AGENDA ITEM: 17-72 **OTHER BUSINESS BY BOARD AND SUPERINTENDENTS**

There was no other business.

AGENDA ITEM: 17-73 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. Mr. Michie **seconded** the motion 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. Puryear **seconded** the motion **and roll was called**:

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

NAYS:

ABSENT:

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

No action was taken.

ADJOURNMENT

Mr. Oberg adjourned the meeting at 8:45p.m.

Chair

Clerk

Date

Date

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Financial Status

Date: January 16, 2018
Enclosures: 1

APPROVAL OF
FINANCIAL STATUS

Background Information:

The financial reports for December, 2017 are enclosed for the Board's review.

Recommendation:

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

Item Number: 18-05

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: 2017-18 Budget Amendment

Date: January 16, 2018
Enclosures:

ACTION

Background Information:

In September 2017, CATEC initiated the review, evaluation, and FLSA reclassification of five classified positions. Carolyn Fowler, of HR Diversified Solutions, was hired to gather data, analyze findings, and make recommendations.

Recommendation:

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

Item Number: 18-06

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Automotive Service Technology Presentation

Date: January 16, 2018
Enclosure:

INFORMATION

Background Information:

There will be a presentation showcasing the Automotive Service Technology program at CATEC.

Recommendation:

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

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: 2018-19 Funding Request Proposal

Date: January 16, 2018
Enclosures: 1

ACTION

Background Information:

The Center Board by-laws require that the Center Board *"shall prepare a budget for the operation of the Center by January 31 of the year preceding each fiscal year."*

Recommendation:

The Director recommends that the Center Board approve the enclosed funding request for SY 2018-19.

Item Number: 18-08

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Strategic Plan Update
Next Steps
Location of CATEC

Date: January 16, 2018
Enclosures:

ACTION

Background Information:

On June 19, 2017, the PVCC Board, the Albemarle County Board of Supervisors, and the Albemarle County School Board met to discuss ways that PVCC can better serve the educational needs of Albemarle County. During that meeting, there was a discussion by the Board of Supervisors and the Albemarle County School Board about interest in CATEC being relocated to PVCC.

On August 15, 2017, the CATEC Center Board was made aware of this interest, and after discussion of the issue, the Board decided to appoint a subcommittee of the CATEC Board to study the benefits and feasibility of relocating CATEC to PVCC or renovating CATEC.

Recommendation:

The Director will present a strategic plan overview/update/suggestions with regard to the next steps and the recommendation from the work committee pertaining to the location of CATEC. The Director will present the recommendation from the work committee for the Board's approval.

Item Number: 18-09

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Comments

Date: January 16, 2018
Enclosures:

INFORMATION

Background Information:

The following CATEC administrators will be making comments:

Director – Daphne Keiser
Adult Education Coordinator – Bruce Bosselman

Recommendation:

The comments provided will be for review and discussion.