



**PROPOSED AGENDA FOR A *REGULAR* MEETING  
 OF THE CATEC CENTER BOARD  
 March 20, 2018 – 6:00 p.m.**

Order of Business	Agenda Item	Subject	Action Informational	
6:00 p.m.	Roll Call			
	<b>Agenda</b>	<b>18-13</b>	<b>Adoption of Agenda</b>	<b>A</b>
6:05 p.m.	Community Participation	18-14	Public Comments	I
<b>6:10 p.m.</b>	<b>Minutes</b>	<b>18-15</b>	<b>Approval of Minutes</b>	<b>A</b>
<b>6:15 p.m.</b>	<b>Financials</b>	<b>18-16</b>	<b>Approval of Financial Status</b>	<b>A</b>
<b>6:20 p.m.</b>		<b>18-17</b>	<b>Audit</b>	<b>A</b>
6:25 p.m.	Center Board	18-18	Program Presentation – Cosmetology	I
6:45 p.m.	Comments	18-19	Director’s Comments Adult Ed Coordinator’s Comments	I
<b>7:00 p.m.</b>	<b>Closed Session</b>	<b>18-20</b>	<b>Closed Session</b>	<b>A</b>
7:20 p.m.	Other Business	18-21	Other Business by Board and Superintendents	I
<b>7:30 p.m.</b>	<b>Adjournment</b>			

**Next meeting date: May 15, 2018**

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Minutes

Date: March 20, 2018

Enclosures: 1

APPROVAL OF  
MINUTES

**Background Information:**

The minutes for the January 16, 2018 Center 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

January 16, 2018

At 6:02 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, and Mr. Jonno Alcaro.

**BOARD MEMBERS ABSENT:** Mr. David Oberg and Mrs. Jennifer McKeever.

**STAFF MEMBERS PRESENT:** Dr. Daphne Keiser, Director; Mrs. Deborah Gannon, Assistant Principal; Mr. Bruce Bosselman, Adult Education Coordinator; and Ms. Leslie Chisholm, Clerk.

**OTHERS PRESENT:** Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pam Moran, Albemarle County Superintendent; Mr. Chad Ratliff, Murray High School principal; and Madison Cummings, Foundation Board member.

### AGENDA ITEM 18-01    AGENDA

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

Mr. Wade asked to have a discussion about the survey that the County sent out about CATEC. Mr. Koleszar suggested that it be done during Other Business by Board and Superintendents.

### AGENDA ITEM: 18-02    PUBLIC COMMENTS

There were no public comments.

### AGENDA ITEM: 18-03    ANNUAL ORGANIZATION

#### **A: Election of Chairperson**

Mr. Juandiego Wade was elected as the Chair for January 2018 to January 2019. Mrs. Puryear offered a **motion** to nominate Mr. Wade. Mr. Koleszar **seconded** the motion and it **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent.

#### **B: Election of Vice Chairperson**

Mr. Jonno Alcaro was elected as Vice Chair. Mr. Koleszar offered a **motion** to nominate Mr. Alcaro. Mrs. Puryear **seconded** the motion and it **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent.

#### **C: Election of Clerk**

Ms. Leslie Chisholm was elected as the Clerk. Mr. Koleszar offered a **motion** to nominate Ms. Chisholm. Mrs. Puryear **seconded** the motion and it **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent.

#### **D: Election of Deputy Clerk**

Mrs. Debbie Gannon was elected as the Deputy Clerk. Mrs. Puryear offered a **motion** to nominate Mrs. Gannon. Mr. Koleszar **seconded** the motion and it **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent.

**E: Election of Superintendent of Record**

Dr. Rosa Atkins was elected as the Superintendent of Record for the 2018 Center Board. Mr. Koleszar offered the **motion** to appoint Dr. Atkins as Superintendent of Record. Mrs. Puryear **seconded** the motion and it **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent.

**F: Legal Counsel Recommendation**

Mr. Koleszar offered a **motion** to appoint legal counsel as necessary. Mrs. Puryear **seconded** the motion and it **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent.

**G: Appointment of Fiscal Officer**

Mr. Jason Vandever, Charlottesville City Treasurer, was elected as Fiscal Officer. Mrs. Puryear offered a **motion** to appoint Jason Vandever as CATEC's Fiscal Officer. Mr. Koleszar **seconded** the motion and it **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent.

**H: Establishment of Date and Time of Meetings**

Mr. Koleszar offered a **motion** to establish the location, date, and time as per the list provided in the packet. Mrs. Puryear **seconded** the motion and it **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent.

**I-J: Authorization to Sign Documents in the Absence of the Superintendent of Record**

Mrs. Puryear offered a **motion** to nominate Dr. Pam Moran to act in the absence of the Superintendent. (Dr. Moran stated that Dr. Matt Haas would need to be appointed to that role at the last meeting of the year so that he is in place for July 1, 2018.) Mr. Koleszar **seconded** the motion and it **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent. Mr. Koleszar offered a **motion** to authorize Dr. Pam Moran to sign documents in the absence of Dr. Atkins. Mrs. Puryear **seconded** the motion and the motion **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent.

**K: Policy Recommendation**

Mr. Koleszar offered a **motion** to follow the policies of Albemarle County except in cases where there are specific CATEC policies. Mrs. Puryear **seconded** the motion and it **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent.

**AGENDA ITEM 18-04      APPROVAL OF MINUTES**

Mrs. Puryear offered a **motion** to approve the Center Board minutes. Mr. Koleszar **seconded** the motion and it **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent.

**AGENDA ITEM: 18-05      APPROVAL OF FINANCIAL STATUS**

Mr. Alcaro offered a **motion** to approve the financial status. Mr. Koleszar **seconded** the motion and it **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent.

**AGENDA ITEM: 18-06      2017-18 BUDGET AMENDMENT**

Dr. Keiser reported on the first phase of the Fair Labor Standards Act classifications review and analysis work with Ms. Carolyn Johnson Fowler, from HR Diversified Solutions. She was recommended by Albemarle County for the purpose of analyzing five classified support positions. Five employees participated, completed the survey, and interviewed with Ms. Johnson Fowler to revise the job descriptions for each position consistent with Albemarle County. The total expense for the FLSA classification review and analysis of the five positions is \$7,832.45 for the remainder of the current year starting January 1, 2018. Dr. Keiser requested Board approval and permission to continue to engage in this process in the summer to analyze the remaining classified positions. Dr. Keiser confirmed that this amount includes fringe benefits. Mr. Koleszar offered a **motion** to amend the 2017-18 budget with an increase of \$7,832.45 for an adjustment of the classified employees' wages. Mrs. Puryear **seconded** the motion and it **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent.

**AGENDA ITEM: 18-07**      **PROGRAM PRESENTATION**

Mr. Jim Charbonnet, Automotive Technology instructor, presented information about his program. He provided the Board with his background, reviewed his classes, and explained what his students are doing now. He explained the need for auto technicians with current employment statistics and reviewed certifications the students can earn. There was also discussion about the equipment he needs to update his lab.

**AGENDA ITEM: 18-08**      **2018-19 FUNDING REQUEST**

Dr. Keiser stated that, based on feedback from Mr. Koleszar at the December 12, 2017 Center Board meeting, \$30,000 from the fund balance was applied to the budget request. She recapped the information she provided at the previous board meeting and submitted the current funding request for the Center Board's review and approval. Dr. Moran suggested that Dr. Keiser work with Jackson Zimmerman (with regard to the budget) because the formulas going forward are complicated and teachers' raises will depend on where they fall on the scale. Mr. Koleszar reminded the Board that, at this point, they are approving the funding request and it is not a budget until Albemarle County approves their budget. Mrs. Puryear offered a **motion** to approve the funding request as presented by Dr. Keiser. Mr. Koleszar **seconded** the motion and it **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent.

**AGENDA ITEM: 18-09**      **STRATEGIC PLAN UPDATE**  
**NEXT STEPS**  
**LOCATION OF CATEC**

Dr. Keiser summarized the process that led to the current Strategic Plan including the three phases of the plan in detail as well as what has been accomplished. Included in her synopsis were the Board's strategic and operational recommendations and new programs that have been implemented.

Dr. Keiser listed the new programs for the upcoming school year: EMT I & II (the WAHS satellite program), CATEC internship, and Veterinary Science I & II. Radio Communications and Production I & II are proposed as a CHS satellite for the fall of 2019. She provided an update on the current CATEC programs and what students have done this school year. Dr. Keiser described the career development focus CATEC provides to all students which includes job shadows, clinicals, internships, and apprenticeships.

CATEC received several grants this year:

- Shannon Foundation Grant and SkillsUSA Community grant for the CATEC Food Bus conversion
- Dominion Solar for Schools Grant
- Collision Repair Education Foundation for classroom enhancement

Dr. Keiser informed the Board about collaboration with PVCC and other regional partners in addition to the formation and purpose of program advisory councils. She also mentioned the status of the CATEC Foundation Board and what has been accomplished to date.

Dr. Keiser detailed the two work sessions in which the Center Board subcommittee members met to discuss the benefits and feasibility of relocating CATEC to PVCC or renovating CATEC. She reiterated how the subcommittee evolved and what the four options for CATEC were:

1. Remain at CATEC with no facility upgrades
2. A hybrid model in which some programs would remain at CATEC and some would be relocated to PVCC
3. Build a new facility at PVCC
4. Conduct a renovation at CATEC consistent with the vision, strategic mission, and programming

After much discussion, the subcommittee recommended that CATEC remain at the Rio Road location. Reviewing the current strategic plan and making some adjustments based on best practices and current trends will assist in

developing the next steps. The subcommittee envisions CATEC becoming a distributive or specialty center hub with a Maker-STEM focus. Current programs would be evaluated to determine if they are consistent with Maker and STEM pathways and additional STEM programs not currently in the strategic plan would be identified. The facility and specific program needs will be determined based on the revised approved strategic plan.

Mrs. Puryear asked if there would be any monetary implications to what Dr. Keiser recommends as it relates to the investigation of the Maker and expansion of STEM. Dr. Keiser believed that the work would be done internally unless the Board would like an external entity to work on it. Mr. Wade reported that eventually they will do another Strategic Plan. Mr. Koleszar stated that he envisions the committee will be expanded and would meet over the next 3-6 months and lay out what they want to accomplish. Then the staff would work toward the goal of a new program starting in the fall of 2019. Mrs. Puryear offered a **motion** for the Board to give Dr. Keiser and the CATEC subcommittee permission to move forward with the strategic plan including recommendations and vision for the future. Mr. Alcaro **seconded** the motion and it **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent.

Mr. Wade brought up the survey (that the County sent out) asking if it was related to this topic. Mr. Koleszar stated he was not personally familiar with the survey. He explained that, in December, the Albemarle County School Board voted to go to a distributed center model in terms of expanding the high school capacity. There may be some impact on CATEC and certainly that should be part of that discussion. He said that both divisions are reexamining what high schools should be and he confirmed that that would factor into some of the discussions around the future vision of the current structure and what goes on within the building as it relates to academics. Mr. Koleszar stated that he would like to continue to serve on the committee.

**AGENDA ITEM: 18-10**

**COMMENTS**

Adult Education Coordinator's comments

Mr. Bosselman reported that classes started last week, there are 243 students enrolled, and students are still enrolling. He reviewed the status of some of the current classes. He also stated that scholarships that have been given through donations and, eventually, will be awarded through the CATEC Foundation. He went into detail about some of the adult education programs and the rate of those students getting jobs.

**AGENDA ITEM: 18-11**

**OTHER BUSINESS BY BOARD AND SUPERINTENDENTS**

Mr. Wade reported that he received a survey asking questions about the future of CATEC and there was discussion about the origin, and the purpose, of this specific survey. Mrs. Puryear asked about the proposed satellite centers at CHS and at WAHS and how interested students will access those. She also inquired about how it would impact CATEC enrollment and Dr. Keiser stated that the hope is that, ultimately because of the regulations around the Profile of the High School Graduate, that the City and County would exchange students. Other principals she has spoken to are receptive. This upcoming school year, the County students will be able to attend an academy that is not currently at their school. The County has made transportation arrangements for students to go to different schools and Mr. Alcaro stressed that equity and access were a big part of the plan to give every student a chance to take any subject in any high school or center.

Mr. Koleszar complimented Dr. Keiser on the three superior hires she has made this year. He stated that the quality of teaching and of instructors is what we have control over and it is the number one thing that will help CATEC thrive.

**AGENDA ITEM: 18-12**

**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. Mrs. Puryear **seconded** the motion and the motion **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent.

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

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

**NAYS:**

**ABSENT: Mr. Oberg and Ms. McKeever.**

**The motion carried by a 4:0:2 vote.**

Mr. Koleszar offered a **motion** to accept the resignations of employees #1, #2, and #3. Mrs. Puryear **seconded** the motion and it **passed** with Mr. David Oberg and Mrs. Jennifer McKeever absent.

**ADJOURNMENT**

At 7:46 p.m. Mr. Wade adjourned the meeting of the CATEC Center Board.

\_\_\_\_\_

Chair

\_\_\_\_\_

Clerk

\_\_\_\_\_

Date

\_\_\_\_\_

Date

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Financial Status

Date: March 20, 2018  
Enclosures: 2

APPROVAL OF  
FINANCIAL STATUS

**Background Information:**

The financial reports for December, 2017 and January, 2018 are enclosed for the Board's review.

**Recommendation:**

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



CATEC-CHARLOTTESVILLE-ALBERMARLE TECH  
 PD-PJT-REV REVENUES SUMMARY REPORT  
 for Fiscal Year 2018 (FISCAL YEAR 2017-2018)  
 Posted Only Figures  
 Executed By: mhall

Page: 1  
 Date: 02/28/18  
 Time: 13:29:55

Code	Description	Estimated Revenue	Est. Revenue For	DECEMBER	For	DECEMBER	Revenue YTD	Unrealized Balance	Percent Real
FD 1 GENERAL FUND									
PJT 000 NONCATEGORICAL									
1501020	INTEREST ON INVESTMENTS	\$ 120.00	\$	0.00	\$	980.94	\$ 1,849.77	\$ 1,729.77	1541.47
1502010	RENTS	\$ 7,000.00	\$	0.00	\$	0.00	\$ 4,194.00	\$ 2,806.00	59.91
1612060	ADULT DAY TUITIONS	\$ 18,000.00	\$	0.00	\$	0.00	\$ 4,500.00	\$ 13,500.00	25.00
1803030	REBATES AND REFUNDS	\$ 25,000.00	\$	0.00	\$	0.00	\$ 0.00	\$ 25,000.00	0.00
1899120	OTHER FUNDS	\$ 0.00	\$	0.00	\$	240.00	\$ 3,904.91	\$ 3,904.91	100.00
1901010	CITY OR COUNTY FUNDS	\$ 2,263,887.00	\$	0.00	\$	0.00	\$ 1,131,945.20	\$ 1,131,941.80	50.00
1901020	VA Dept. of Education Funds	\$ 115,000.00	\$	0.00	\$	0.00	\$ 0.00	\$ 115,000.00	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	\$ 50.82	\$ 39,949.18	0.13
000	NONCATEGORICAL	\$ 2,473,607.00	\$	0.00	\$	1,220.94	\$ 1,146,444.70	\$ 1,327,162.30	46.35
PJT 101 ADULT ED									
1612030	SALES OF TEXTBOOKS	\$ 11,000.00	\$	0.00	\$	170.00	\$ 5,240.00	\$ 5,760.00	47.64
1612060	ADULT ED NIGHT FEES	\$ 135,000.00	\$	0.00	\$	13,110.00	\$ 59,005.00	\$ 75,995.00	43.71
1899120	OTHER FUNDS	\$ 2,500.00	\$	0.00	\$	112.00	\$ 1,399.00	\$ 1,101.00	55.96
101	ADULT ED	\$ 148,500.00	\$	0.00	\$	13,392.00	\$ 65,644.00	\$ 82,856.00	44.20
PJT 200 APPRENTICESHIP									
1612030	SALES OF TEXTBOOKS	\$ 23,000.00	\$	0.00	\$	10.00	\$ 21,605.00	\$ 1,395.00	93.93
1899120	APPRENTICE FEES	\$ 150,000.00	\$	0.00	\$	4,440.00	\$ 116,417.00	\$ 33,583.00	77.61
1899122	OTHER FUNDS	\$ 500.00	\$	0.00	\$	0.00	\$ 60.00	\$ 440.00	12.00
200	APPRENTICESHIP	\$ 173,500.00	\$	0.00	\$	4,450.00	\$ 138,082.00	\$ 35,418.00	79.59
1	GENERAL FUND	\$ 2,795,607.00	\$	0.00	\$	19,062.94	\$ 1,350,170.70	\$ 1,445,436.30	48.30
GRAND TOTAL		\$ 2,795,607.00	\$	0.00	\$	19,062.94	\$ 1,350,170.70	\$ 1,445,436.30	48.30

CATEC-CHARLOTTESVILLE-ALBERMARLE TECH  
 FD-PJT-FUNC--- EXPENDITURES SUMMARY REPORT  
 for Fiscal Year 2018 (FISCAL YEAR 2017-2018)  
 Posted Only Figures  
 Executed By: mhall

Page: 1  
 Date: 02/28/18  
 Time: 13:30:44

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
FD 1 GENERAL FUND							
PJT 000 NON-CATEGORICAL							
61100	Classroom Instruction	\$ 1,393,437.00	\$ 0.00	\$ 83,641.76	\$ 409,921.66	\$ 983,515.34	29.42
61310	Improvement of Instruction	\$ 117,662.00	\$ 0.00	\$ 7,472.09	\$ 56,031.66	\$ 61,630.34	47.62
61320	Strategic Plan Implementation	\$ 28,768.00	\$ 0.00	\$ 500.00	\$ 6,112.90	\$ 22,655.10	21.25
61410	Office of the Director	\$ 447,239.00	\$ 0.00	\$ 32,990.19	\$ 213,384.87	\$ 233,854.13	47.71
62110	Board Services	\$ 35,543.00	\$ 0.00	\$ 1,437.64	\$ 24,158.54	\$ 11,384.46	67.97
62160	Fiscal Services	\$ 84,277.00	\$ 0.00	\$ 4,299.45	\$ 40,300.62	\$ 43,976.38	47.82
63200	Vehicle Operation	\$ 6,300.00	\$ 0.00	\$ 0.00	\$ 1,142.56	\$ 5,157.44	18.14
63400	Vehicle Maintenance	\$ 3,100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,100.00	0.00
64100	Maintenance Management	\$ 60,080.00	\$ 0.00	\$ 4,407.21	\$ 30,479.29	\$ 29,600.71	50.73
64200	Building Services	\$ 274,586.00	\$ 0.00	\$ 14,476.88	\$ 99,938.23	\$ 174,647.77	36.40
64300	Grounds Services	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 328.29	\$ 4,671.71	6.57
64600	Security Services	\$ 240.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 240.00	0.00
68000	Technology	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 3,851.20	\$ 16,148.80	19.26
000	NON-CATEGORICAL	\$ 2,476,232.00	\$ 0.00	\$ 149,225.22	\$ 885,649.82	\$ 1,590,582.18	35.77
PJT 101 ADULT ED							
61100	Classroom Instruction	\$ 157,327.00	\$ 0.00	\$ 9,005.82	\$ 66,617.30	\$ 90,709.70	42.34
101	ADULT ED	\$ 157,327.00	\$ 0.00	\$ 9,005.82	\$ 66,617.30	\$ 90,709.70	42.34
PJT 200 APPRENTICESHIP							
61100	Classroom Instruction	\$ 162,048.00	\$ 0.00	\$ 13,102.43	\$ 88,480.29	\$ 73,567.71	54.60
200	APPRENTICESHIP	\$ 162,048.00	\$ 0.00	\$ 13,102.43	\$ 88,480.29	\$ 73,567.71	54.60
1	GENERAL FUND	\$ 2,795,607.00	\$ 0.00	\$ 171,333.47	\$ 1,040,747.41	\$ 1,754,859.59	37.23
GRAND TOTAL		\$ 2,795,607.00	\$ 0.00	\$ 171,333.47	\$ 1,040,747.41	\$ 1,754,859.59	37.23

<b>UNAUDITED Fund Balance at 6.30.17</b>	<b>\$325,038.07</b>
<b>UNAUDITED Restricted Donations at 6.30.17</b>	<b>\$50,000.00</b>
<b>TOTAL UNAUDITED FUND BALANCE AT 6.30.17</b>	<b>\$375,038.07</b>

**BOOK BALANCE AT 11.30.17** **\$836,003.58**

**BOOK BALANCE AT 12.31.17** **\$682,433.05**

CATEC-CHARLOTTESVILLE-ALBERMARLE TECH  
 FD-PJT-REV REVENUES SUMMARY REPORT  
 for Fiscal Year 2018 (FISCAL YEAR 2017-2018)  
 Posted Only Figures  
 Executed By: mhall

Page: 1  
 Date: 03/08/18  
 Time: 13:28:30

Code	Description	Estimated Revenue	Est. Revenue For	JANUARY	For	Revenue JANUARY	Revenue YTD	Unrealized Balance	Percent Real
FD 1 GENERAL FUND									
PJT 000 NONCATEGORICAL									
1501020	INTEREST ON INVESTMENTS	\$ 120.00	\$	0.00	\$	0.00	\$ 1,849.77	\$ 1,729.77	1541.47
1502010	RENTS	\$ 7,000.00	\$	0.00	\$	1,746.00	\$ 5,940.00	\$ 1,060.00	84.86
1612060	ADULT DAY TUITIONS	\$ 18,000.00	\$	0.00	\$	1,500.00	\$ 6,000.00	\$ 12,000.00	33.33
1803030	REBATES AND REFUNDS	\$ 25,000.00	\$	0.00	\$	1,720.00	\$ 1,720.00	\$ 23,280.00	6.88
1899120	OTHER FUNDS	\$ 0.00	\$	0.00	\$	5,696.84	\$ 9,601.75	\$ 9,601.75	100.00
1901010	CITY OR COUNTY FUNDS	\$ 2,263,887.00	\$	0.00	\$	565,973.45	\$ 1,697,918.65	\$ 565,968.35	75.00
1901020	VA Dept. of Education Funds	\$ 115,000.00	\$	0.00	\$	0.00	\$ 0.00	\$ 115,000.00	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	\$ 50.82	\$ 39,949.18	0.13
000	NONCATEGORICAL	\$ 2,473,607.00	\$	0.00	\$	576,636.29	\$ 1,723,080.99	\$ 750,526.01	69.66
PJT 101 ADULT ED									
1612030	SALES OF TEXTBOOKS	\$ 11,000.00	\$	0.00	\$	450.00	\$ 5,690.00	\$ 5,310.00	51.73
1612060	ADULT ED NIGHT FEES	\$ 135,000.00	\$	0.00	\$	14,780.00	\$ 73,785.00	\$ 61,215.00	54.66
1899120	OTHER FUNDS	\$ 2,500.00	\$	0.00	\$	96.00	\$ 1,495.00	\$ 1,005.00	59.80
101	ADULT ED	\$ 148,500.00	\$	0.00	\$	15,326.00	\$ 80,970.00	\$ 67,530.00	54.53
PJT 200 APPRENTICESHIP									
1612030	SALES OF TEXTBOOKS	\$ 23,000.00	\$	0.00	\$	2,040.00	\$ 23,645.00	\$ 645.00	102.80
1899120	APPRENTICE FEES	\$ 150,000.00	\$	0.00	\$	29,650.00	\$ 146,067.00	\$ 3,933.00	97.38
1899122	OTHER FUNDS	\$ 500.00	\$	0.00	\$	0.00	\$ 60.00	\$ 440.00	12.00
200	APPRENTICESHIP	\$ 173,500.00	\$	0.00	\$	31,690.00	\$ 169,772.00	\$ 3,728.00	97.85
1	GENERAL FUND	\$ 2,795,607.00	\$	0.00	\$	623,652.29	\$ 1,973,822.99	\$ 821,784.01	70.60
GRAND TOTAL		\$ 2,795,607.00	\$	0.00	\$	623,652.29	\$ 1,973,822.99	\$ 821,784.01	70.60

CATEC-CHARLOTTESVILLE-ALBERMARLE TECH  
 FD-PJT-FUNC--- EXPENDITURES SUMMARY REPORT  
 for Fiscal Year 2018 (FISCAL YEAR 2017-2018)  
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Page: 1  
 Date: 03/08/18  
 Time: 13:29:03

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For JANUARY	Expenditures Year-to-Date	Available Balance	Percent Used
FD 1 GENERAL FUND							
PJT 000 NON-CATEGORICAL							
61100	Classroom Instruction	\$ 1,393,437.00	\$ 0.00	\$ 164,785.67	\$ 574,707.33	\$ 818,729.67	41.24
61310	Improvement of Instruction	\$ 117,662.00	\$ 0.00	\$ 9,980.97	\$ 66,012.63	\$ 51,649.37	56.10
61320	Strategic Plan Implementation	\$ 28,768.00	\$ 0.00	\$ 500.00	\$ 6,612.90	\$ 22,155.10	22.99
61410	Office of the Director	\$ 447,239.00	\$ 0.00	\$ 38,640.12	\$ 252,024.99	\$ 195,214.01	56.35
62110	Board Services	\$ 35,543.00	\$ 0.00	\$ 3,490.90	\$ 27,649.44	\$ 7,893.56	77.79
62160	Fiscal Services	\$ 84,277.00	\$ 0.00	\$ 9,128.95	\$ 49,429.57	\$ 34,847.43	58.65
63200	Vehicle Operation	\$ 6,300.00	\$ 0.00	\$ 797.54	\$ 1,940.10	\$ 4,359.90	30.80
63400	Vehicle Maintenance	\$ 3,100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,100.00	0.00
64100	Maintenance Management	\$ 60,080.00	\$ 0.00	\$ 5,461.67	\$ 35,940.96	\$ 24,139.04	59.82
64200	Building Services	\$ 274,586.00	\$ 0.00	\$ 21,140.14	\$ 121,078.37	\$ 153,507.63	44.09
64300	Grounds Services	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 328.29	\$ 4,671.71	6.57
64600	Security Services	\$ 240.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 240.00	0.00
68000	Technology	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 3,851.20	\$ 16,148.80	19.26
000	NON-CATEGORICAL	\$ 2,476,232.00	\$ 0.00	\$ 253,925.96	\$ 1,139,575.78	\$ 1,336,656.22	46.02
PJT 101 ADULT ED							
61100	Classroom Instruction	\$ 157,327.00	\$ 0.00	\$ 10,309.92	\$ 76,927.22	\$ 80,399.78	48.90
101	ADULT ED	\$ 157,327.00	\$ 0.00	\$ 10,309.92	\$ 76,927.22	\$ 80,399.78	48.90
PJT 200 APPRENTICESHIP							
61100	Classroom Instruction	\$ 162,048.00	\$ 0.00	\$ 7,113.58	\$ 95,593.87	\$ 66,454.13	58.99
200	APPRENTICESHIP	\$ 162,048.00	\$ 0.00	\$ 7,113.58	\$ 95,593.87	\$ 66,454.13	58.99
1	GENERAL FUND	\$ 2,795,607.00	\$ 0.00	\$ 271,349.46	\$ 1,312,096.87	\$ 1,483,510.13	46.93
GRAND TOTAL		\$ 2,795,607.00	\$ 0.00	\$ 271,349.46	\$ 1,312,096.87	\$ 1,483,510.13	46.93

<b>UNAUDITED Fund Balance at 6.30.17</b>	<b>\$325,038.07</b>
<b>UNAUDITED Restricted Donations at 6.30.17</b>	<b>\$50,000.00</b>
<b>TOTAL UNAUDITED FUND BALANCE AT 6.30.17</b>	<b>\$375,038.07</b>

**BOOK BALANCE AT 12.31.17** **\$682,433.05**

**BOOK BALANCE AT 1.31.18** **\$1,034,735.88**

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Audit

Date: March 20, 2018  
Enclosure:

ACTION

**Background Information:**

As delineated in the CATEC bylaws, the Center must undergo an annual financial audit. For the past twenty-two years, Robinson, Farmer, Cox Associates has conducted this audit.

The audit for 2016-17 demonstrated compliance with regulations as noted in the report. The full audit report will be handed out at the meeting.

**Recommendation:**

It is recommended that the Center Board receive and accept this audit.

Item Number: 18-17

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Cosmetology Program Presentation

Date: March 20, 2018  
Enclosure:

INFORMATION

**Background Information:**

There will be a presentation highlighting the Cosmetology program at CATEC.

**Recommendation:**

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

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

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Topic: Comments

Date: March 20, 2018  
Enclosures:

INFORMATION

**Background Information:**

The following CATEC administrators will be making comments:

- Daphne Keiser - Director
- Debbie Gannon - Assistant Principal (making Adult Education comments)

**Recommendation:**

The comments provided will be for review and discussion.