



*PROPOSED AGENDA FOR A REGULAR MEETING
OF THE CATEC CENTER BOARD
August 14, 2018 – 6:00 p.m.*

Order of Business	Agenda Item	Subject	Action Informational	
6:00 p.m.	Roll Call			
	Agenda	18-36	Adoption of Agenda	A
6:05 p.m.	Community Participation	18-37	Public Comments	I
6:10 p.m.	Minutes	18-38	Approval of Minutes	A
6:15 p.m.	Financial	18-39	Approval of Financial Status	A
		18-40	Bank Signatures	A
		18-41	Fund Balance Transfer	A
6:25 p.m.	Center Board	18-42	Approval of New Foundation Members	A
6:30 p.m.		18-43	Student Enrollment	I
6:40 p.m.		18-44	Apprenticeship Program Presentation	I
7:25 p.m.	Comments	18-45	Director Adult Education Coordinator Assistant Principal	I I I
7:40 p.m.	Center Board	18-46	Other Business by Board/ Superintendent(s)	I
7:45 p.m.	Closed Session	18-47	Personnel	A
8:00 p.m.	Adjournment			

Next meeting date: Tuesday, October 16, 2018
TENTATIVE SCHEDULE
Center Board – 5:00 p.m. Dinner – 6:00 p.m. Joint Board – 6:45 p.m.

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Minutes

Date: August 14, 2018

Enclosures: 2

APPROVAL OF
MINUTES

Background Information:

The minutes for the May 15, 2018 Center Board and Joint 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

May 15, 2018

At 5:03 p.m., Mr. Jonno Alcaro called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Leah Puryear, Mr. David Oberg, Mrs. Jennifer McKeever, Mr. Jonno Alcaro, and Mr. Juandiego Wade (arrived at 5:30p.m.).

BOARD MEMBERS ABSENT: Mr. Steve Koleszar.

STAFF MEMBERS PRESENT: Dr. Daphne Keiser, Director; Mrs. Deborah Gannon, Assistant Principal; and Ms. Leslie Chisholm, Clerk.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent and Dr. Pam Moran, Albemarle County Superintendent.

AGENDA ITEM 18-22 AGENDA

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

AGENDA ITEM 18-23 APPROVAL OF MINUTES

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

AGENDA ITEM: 18-24 APPROVAL OF FINANCIAL STATUS

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

AGENDA ITEM: 18-25 APPOINTMENT OF SUPERINTENDENT'S DESIGNEE

Dr. Keiser stated that, due to the retirement of Dr. Pamela Moran as of July 1, 2018, a recommendation is being made to appoint Dr. Matt Haas, incoming Albemarle County Schools Superintendent, as the designee to represent, and sign documents, for the Superintendent of Record, Dr. Rosa Atkins, Charlottesville City Schools Superintendent. Mrs. Puryear offered a **motion** to appoint Dr. Matt Haas as the designee for the Superintendent of Record. Mr. Oberg **seconded** it and **the motion passed with Mr. Koleszar and Mr. Wade absent.**

AGENDA ITEM: 18-26 LOCAL PLAN

Dr. Keiser reported that the Carl D. Perkins Career and Technical Education Act is the vehicle through which federal support is distributed to state, local school districts, and post-secondary institutions to develop more fully the academic and technical skills for secondary and post-secondary students who elect to enroll in career and technical education programs. As part of the annual planning process required by the Virginia Department of Education, CATEC must prepare and submit a Local Plan for Career and Technical Education. Total funding allocated to CATEC for the upcoming school year is \$15,132.32. \$8,710.00 is from Albemarle County and \$6,422.32 is from Charlottesville City. Highlights from this year's plan include the addition of the Veterinary Science course, continuing reading and math support for English Language Learners and special education students. In addition, professional development will focus on the following topics: growth mindset, pyramid of

intervention, workplace readiness skills, math skills, project-based learning, and technology. Along with the professional development throughout the school year, faculty and staff will engage in Professional Learning Communities. Staff members will be active participants and have a voice in the work conducted at CATEC. The enclosed plan has been submitted to VDOE and the plan is being submitted to the Center Board for review and approval. Mrs. McKeever asked if there was any change from last year. Dr. Keiser responded that the only change with regard to the allocation of the funding is that, this year, not all of the funding will go to professional development. Part of it will go toward supporting students and staff in competitions such as SkillsUSA. Mrs. McKeever offered a **motion** to approve the Local Plan. Mrs. Puryear **seconded** it and the **motion passed with Mr. Koleszar and Mr. Wade absent.**

AGENDA ITEM: 18-27 **CLOSED SESSION**

Mrs. McKeever 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 Mr. Koleszar and Mr. Wade 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. McKeever **seconded** the motion **and roll was called:**

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

NAYS:

ABSENT: Mr. Koleszar

The motion carried by a 5:0:1 vote.

Mr. Alcaro offered a **motion** to approve the stipends as described. Mrs. Puryear **seconded** it and **the motion passed with Mr. Koleszar absent.**

Mr. Alcaro offered a **motion** to approve the CATEC 2018-19 projected salaries with the removal of Employee A. Mrs. McKeever **seconded** it and **the motion passed with Mr. Koleszar absent.**

Mrs. McKeever offered a **motion** to accept the resignation of Employee B and C. Mr. Alcaro **seconded** it and **the motion passed with Mr. Oberg abstaining and Mr. Koleszar absent.**

AGENDA ITEM: 18-28 **OTHER BUSINESS BY BOARD AND SUPERINTENDENTS**

There was no additional business.

ADJOURNMENT

At 5:29 p.m. Mr. Alcaro adjourned the meeting of the CATEC Center Board.

Chair

Clerk

Date

Date

**MINUTES OF THE JOINT MEETING OF THE
ALBEMARLE COUNTY SCHOOL BOARD,
CHARLOTTESVILLE CITY SCHOOL BOARD,
AND CATEC CENTER BOARD**

May 15, 2018

Mr. Juandiego Wade called the Joint Board meeting to order at 6:43p.m.

CENTER BOARD MEMBERS PRESENT: Mr. Juandiego Wade, Mrs. Jennifer McKeever, and Mr. Jonno Alcaro.

CENTER BOARD MEMBERS ABSENT: Mrs. Leah Puryear, Mr. David Oberg, and Mr. Steve Koleszar.

ALBEMARLE COUNTY SCHOOL BOARD MEMBERS PRESENT: Mr. Jonno Alcaro, Mr. Jason Buyaki, Mr. Graham Paige, Ms. Katrina Callsen, and Dr. Kate Acuff.

ALBEMARLE COUNTY SCHOOL BOARD MEMBERS ABSENT: Mr. Steve Koleszar and Mr. David Oberg.

CHARLOTTESVILLE CITY SCHOOL BOARD MEMBERS PRESENT: Mr. Juandiego Wade, Ms. Jennifer McKeever, Ms. Amy Laufer, Ms. Lisa Larson-Torres, Mr. James Bryant, and Dr. Sherry Kraft.

CHARLOTTESVILLE CITY SCHOOL BOARD MEMBERS ABSENT: Mrs. Leah Puryear.

STAFF MEMBERS PRESENT: Dr. Daphne Keiser, Director; Mrs. Deborah Gannon, Assistant Principal; and Ms. Leslie Chisholm, Clerk.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent and Dr. Pam Moran, Albemarle County Superintendent.

AGENDA ITEM 18-29

AGENDA

Mr. Alcaro offered a **motion** to approve the agenda. Ms. Laufer **seconded** it and **the motion passed with Mrs. Leah Puryear, Mr. David Oberg, and Mr. Steve Koleszar absent.**

AGENDA ITEM 18-30

PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 18-31

TECHNICAL EATS PRESENTATION

Dr. Keiser gave an overview of the Technical Eats project including introducing the people responsible for bringing it to fruition. She noted that students spent the majority of the school year converting a retired Albemarle County school bus into a food bus. This venture allowed students to practice their craft, learn all aspects of running a business, and explore various ways to engage with the community. Students from all programs areas contributed in some way to the bus – specifically Auto Body, Auto Tech, Building Trades, and Electrical students. Dr. Keiser gave

details about the work that was done. She gave credit to Valley Career and Technical Center who assisted with building the generator rack on the back of the bus. Culinary and Cosmetology students participated, with the bus, in the Dogwood Festival parade. Culinary students showcased the bus at the TomTom Festival and took the bus to both City and County schools to sponsor Teacher Appreciation events. Dr. Keiser acknowledged the local business and community partners who helped make it possible:

- Jim Foley and Lewis Jordan – Albemarle County Transportation
- Shannon Foundation for the \$5,000 grant
- Lowe's/SkillsUSA (and Mr. Alan Levine) for the \$25,000 grant
- Mr. Francis Hunt, Charlottesville Automotive Refinishing Supply, contributed the exterior bus paint
- Mr. Ed Brown, Frontrunner Signs, applied the graphics to the bus at a significant reduction
- Ms. Elizabeth McMartin, EJ Communications, designed the logo and artwork for the wrap

Dr. Keiser recognized the staff members, and students, who contributed their time, effort, and talent outside of normal operational hours to bring this endeavor to completion:

- Ron Moore, Auto Body instructor
- Jim Charbonnet, Auto Tech instructor
- Sid Trimmer, Building Trades/Electrical instructor
- Patrick Maranuk, Culinary Arts instructor
- Tom Goss, Culinary Arts instructor
- Megan Panek, English instructor
- Krystle Kogami, Teaching Assistant
- Shannon Tomlin, Project Manager

Several students and staff members reflected on the experience of working on this project.

AGENDA ITEM: 18-32 CTE SCHOOL TO WORK SIGNING EVENT

Dr. Keiser stated that CATEC's first annual CTE School to Work Signing Event is a celebration of students who have chosen to maximize their high school opportunities for career training and industry certifications. They set their sights on becoming successful and financially independent early in their professional career. This event recognizes their hard work and the value of career preparation training through CATEC and the local business partners. These students are not only paid employees, but they are also receiving credit for hours spent on the job training which will be credited towards apprenticeship requirements reducing the number of years required to complete student apprenticeship programs. CATEC students spend part of their time at CATEC immersed in their job, utilizing learned skills and gaining real-world experience. Each of the businesses represented support students in numerous ways including financial compensation, mentoring, training with the goal of closing the skills gap in skilled trades, and ensuring that students are prepared with the skills needed to successfully enter the work force. She also recognized these students' parents who have made the commitment for their child to participate in these opportunities as they transition from school to work.

Students and employers who participated in the event:

First Name	Last Name	Base School	Business	CATEC Program	WBL Method
Cody	Rhodes	MHS	Malloy Ford	Auto Body	Internship
Eric	Gachuhi	AHS	Jim Price Chevrolet	Auto Technology	Youth Registered Apprenticeship
Ryan	Gaudreault	AHS	Piedmont Power	Auto Technology	Internship
Liam	Bibb	AHS	Mark Bibb Property	Building Trades	Youth Registered Apprenticeship
Adrian	Rosas	MHS	Design Electric	Building Trades	Youth Registered Apprenticeship
Thomas	Wood	AHS	Alexander Nicholson	Building Trades	Internship
Tamon	Smith	CHS	Blue Hill Building	Building Trades	Youth Registered Apprenticeship
Logan	Maynard	PG	ULTA	Cosmetology II	Employment
Mallory	White	PG	At Last	Cosmetology II	Employment
Justine	Tysco	MHS	Hair Cuttery 5th Street	Cosmetology II	Employment
Erica	Clouse	AHS	RockSalt	Culinary Arts II	Youth Registered Apprenticeship
Najahad	Allen	CHS	Design Electric	Electrical	Youth Registered Apprenticeship
Timothy	Bunch	MHS	Design Electric	Electrical	Youth Registered Apprenticeship
Hunter	Byram	WAHS	Design Electric	Electrical	Youth Registered Apprenticeship

John	Grinnell	WAHS	Moore's Electric	Electrical	Youth Registered Apprenticeship
Jacob	Roberts	MHS	Moore's Electric	Electrical	Youth Registered Apprenticeship
Jacob	Shaner	MHS	ProLink LLC	Electrical	Youth Registered Apprenticeship
Matt	Scyoc	MUR	Comfort Heating & Air	Electrical	Youth Registered Apprenticeship
Amber	Maxey	MHS	Commonwealth Senior Living	Nurse Assisting	Employment

AGENDA ITEM: 18-33 STAFF RECOGNITIONS

Dr. Keiser, and other CATEC staff members, recognized each of the retirees by highlighting their careers at CATEC and thanking them for their contributions:

- Mrs. Mary Lou Boyd
- Mr. Dave Maupin
- Mr. Bruce Bosselman
- Dr. Pam Moran

AGENDA ITEM 18-34 COMMENTS

There were no comments

AGENDA ITEM 18-35 OTHER BUSINESS

There was no other business.

MEETING ADJOURNED

Mr. Wade adjourned the meeting at 7:56 p.m.

Chairperson

Date

Clerk

Date

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Financial Status

Date: August 14, 2018

Enclosures: 3

APPROVAL OF
FINANCIAL STATUS

Background Information:

The financial reports for April, May, and June of 2018 are enclosed for the Board's review.

Recommendation:

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

Item Number: 18-39

CATEC-CHARLOTTEVILLE-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: 07/02/18
 Time: 15:23:42

Code	Description	Estimated Revenue	Est. Revenue For	APRIL	For	Revenue APRIL	Revenue YTD	Unrealized Balance	Percent Real
FD 1 GENERAL FUND									
PJT 000 NONCATEGORICAL									
1501020	INTEREST ON INVESTMENTS	\$ 120.00	\$	0.00	\$	0.00	\$ 2,881.92	\$ 2,761.92	2401.60
1502010	RENTS	\$ 7,000.00	\$	0.00	\$	0.00	\$ 5,940.00	\$ 1,060.00	84.86
1612060	ADULT DAY TUITIONS	\$ 18,000.00	\$	0.00	\$	0.00	\$ 6,480.00	\$ 11,520.00	36.00
1803030	REBATES AND REFUNDS	\$ 25,000.00	\$	0.00	\$	0.00	\$ 1,720.00	\$ 23,280.00	6.88
1899120	OTHER FUNDS	\$ 0.00	\$	0.00	\$	1,498.15	\$ 13,839.20	\$ 13,839.20	100.00
1901010	CITY OR COUNTY FUNDS	\$ 2,263,887.00	\$	0.00	\$	565,973.45	\$ 2,263,892.10	\$ 5.10	100.00
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	\$	567,471.60	\$ 2,294,804.04	\$ 178,802.96	92.77
PJT 101 ADULT ED									
1612030	SALES OF TEXTBOOKS	\$ 11,000.00	\$	0.00	\$	150.00	\$ 6,840.00	\$ 4,160.00	62.18
1612060	ADULT ED NIGHT FEES	\$ 135,000.00	\$	0.00	\$	300.00	\$ 81,090.00	\$ 53,910.00	60.07
1899120	OTHER FUNDS	\$ 2,500.00	\$	0.00	\$	67.00	\$ 1,769.00	\$ 731.00	70.76
101	ADULT ED	\$ 148,500.00	\$	0.00	\$	517.00	\$ 89,699.00	\$ 58,801.00	60.40
PJT 200 APPRENTICESHIP									
1612030	SALES OF TEXTBOOKS	\$ 23,000.00	\$	0.00	\$	375.00	\$ 26,515.00	\$ 3,515.00	115.28
1899120	APPRENTICE FEES	\$ 150,000.00	\$	0.00	\$	9,390.00	\$ 214,124.50	\$ 64,124.50	142.75
1899122	OTHER FUNDS	\$ 500.00	\$	0.00	\$	0.00	\$ 60.00	\$ 440.00	12.00
000	APPRENTICESHIP	\$ 173,500.00	\$	0.00	\$	9,765.00	\$ 240,699.50	\$ 67,199.50	138.73
1	GENERAL FUND	\$ 2,795,607.00	\$	0.00	\$	577,753.60	\$ 2,625,202.54	\$ 170,404.46	93.90
GRAND TOTAL		\$ 2,795,607.00	\$	0.00	\$	577,753.60	\$ 2,625,202.54	\$ 170,404.46	93.90

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

Page: 1
 Date: 07/02/18
 Time: 15:24:20

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For APRIL	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	\$ 96,748.29	\$ 905,096.68	\$ 488,340.32	64.95
61310	Improvement of Instruction	\$ 117,662.00	\$ 0.00	\$ 16,910.26	\$ 102,663.32	\$ 14,998.68	87.25
61320	Strategic Plan Implementation	\$ 28,768.00	\$ 0.00	\$ 500.00	\$ 9,250.40	\$ 19,517.60	32.16
61410	Office of the Director	\$ 447,239.00	\$ 0.00	\$ 37,613.02	\$ 360,903.30	\$ 86,335.70	80.70
62110	Board Services	\$ 35,543.00	\$ 0.00	\$ 2,489.14	\$ 35,689.47	\$ 146.47	100.41
62160	Fiscal Services	\$ 84,277.00	\$ 0.00	\$ 9,752.37	\$ 72,887.95	\$ 11,389.05	86.49
63200	Vehicle Operation	\$ 6,300.00	\$ 0.00	\$ 188.62	\$ 2,824.90	\$ 3,475.10	44.84
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	\$ 5,731.41	\$ 52,061.49	\$ 8,018.51	86.65
64200	Building Services	\$ 274,586.00	\$ 0.00	\$ 17,002.71	\$ 181,270.90	\$ 93,315.10	66.02
64300	Grounds Services	\$ 5,000.00	\$ 0.00	\$ 530.95	\$ 998.52	\$ 4,001.48	19.97
64600	Security Services	\$ 240.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 240.00	0.00
68000	Technology	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 4,111.09	\$ 15,888.91	20.56
000	NON-CATEGORICAL	\$ 2,476,232.00	\$ 0.00	\$ 187,466.77	\$ 1,727,758.02	\$ 748,473.98	69.77
PJT 101 ADULT ED							
61100	Classroom Instruction	\$ 157,327.00	\$ 0.00	\$ 11,286.40	\$ 114,434.95	\$ 42,892.05	72.74
101	ADULT ED	\$ 157,327.00	\$ 0.00	\$ 11,286.40	\$ 114,434.95	\$ 42,892.05	72.74
PJT 200 APPRENTICESHIP							
61100	Classroom Instruction	\$ 162,048.00	\$ 0.00	\$ 15,963.75	\$ 142,989.81	\$ 19,058.19	88.24
400	APPRENTICESHIP	\$ 162,048.00	\$ 0.00	\$ 15,963.75	\$ 142,989.81	\$ 19,058.19	88.24
1	GENERAL FUND	\$ 2,795,607.00	\$ 0.00	\$ 214,716.92	\$ 1,985,182.78	\$ 810,424.22	71.01
GRAND TOTAL		\$ 2,795,607.00	\$ 0.00	\$ 214,716.92	\$ 1,985,182.78	\$ 810,424.22	71.01

Audited Fund Balance at 6.30.17	\$337,533.98
Audited Restricted Donations at 6.30.17	\$50,000.00
TOTAL AUDITED FUND BALANCE AT 6.30.17	\$387,533.98

BOOK BALANCE AT 3.31.18 **\$663,217.06**

BOOK BALANCE AT 4.30.18 **\$1,026,253.74**

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: 07/06/18
 Time: 11:28:09

Code	Description	Estimated Revenue	Est. Revenue For	MAY For	Revenue MAY	Revenue YTD	Unrealized Balance	Percent Real
FD 1 GENERAL FUND								
PJT 000 NONCATEGORICAL								
1501020	INTEREST ON INVESTMENTS	\$ 120.00	\$	0.00	\$ 0.00	\$ 2,881.92	\$ 2,761.92	2401.60
1502010	RENTS	\$ 7,000.00	\$	0.00	\$ 0.00	\$ 5,940.00	\$ 1,060.00	84.86
1612060	ADULT DAY TUITIONS	\$ 18,000.00	\$	0.00	\$ 0.00	\$ 6,480.00	\$ 11,520.00	36.00
1803030	REBATES AND REFUNDS	\$ 25,000.00	\$	0.00	\$ 0.00	\$ 1,720.00	\$ 23,280.00	6.88
1899120	OTHER FUNDS	\$ 0.00	\$	0.00	\$ 240.00	\$ 14,079.20	\$ 14,079.20	100.00
1901010	CITY OR COUNTY FUNDS	\$ 2,263,887.00	\$	0.00	\$ 0.00	\$ 2,263,892.10	\$ 5.10	100.00
1901020	VA Dept. of Education Funds	\$ 115,000.00	\$	0.00	\$ 14,250.60	\$ 14,250.60	\$ 100,749.40	12.39
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	\$ 37,500.00	\$ 37,550.82	\$ 2,449.18	93.88
000	NONCATEGORICAL	\$ 2,473,607.00	\$	0.00	\$ 51,990.60	\$ 2,345,794.64	\$ 126,812.36	94.87
PJT 101 ADULT ED								
1612030	SALES OF TEXTBOOKS	\$ 11,000.00	\$	0.00	\$ 0.00	\$ 6,840.00	\$ 4,160.00	62.18
1612060	ADULT ED NIGHT FEES	\$ 135,000.00	\$	0.00	\$ 35.00	\$ 81,125.00	\$ 53,875.00	60.09
1899120	OTHER FUNDS	\$ 2,500.00	\$	0.00	\$ 107.00	\$ 1,876.00	\$ 624.00	75.04
101	ADULT ED	\$ 148,500.00	\$	0.00	\$ 142.00	\$ 89,841.00	\$ 58,659.00	60.50
PJT 200 APPRENTICESHIP								
1612030	SALES OF TEXTBOOKS	\$ 23,000.00	\$	0.00	\$ 0.00	\$ 26,515.00	\$ 3,515.00	115.28
1899120	APPRENTICE FEES	\$ 150,000.00	\$	0.00	\$ 3,565.00	\$ 217,689.50	\$ 67,689.50	145.13
1899122	OTHER FUNDS	\$ 500.00	\$	0.00	\$ 0.00	\$ 60.00	\$ 440.00	12.00
	APPRENTICESHIP	\$ 173,500.00	\$	0.00	\$ 3,565.00	\$ 244,264.50	\$ 70,764.50	140.79
1	GENERAL FUND	\$ 2,795,607.00	\$	0.00	\$ 55,697.60	\$ 2,680,900.14	\$ 114,706.86	95.90
GRAND TOTAL		\$ 2,795,607.00	\$	0.00	\$ 55,697.60	\$ 2,680,900.14	\$ 114,706.86	95.90

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: 07/06/18
 Time: 11:29:20

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For MAY	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	\$ 119,995.62	\$ 1,025,092.30	\$ 368,344.70	73.57
61310	Improvement of Instruction	\$ 117,662.00	\$ 0.00	\$ 14,057.93	\$ 116,721.25	\$ 940.75	99.20
61320	Strategic Plan Implementation	\$ 28,768.00	\$ 0.00	\$ 635.08	\$ 9,885.48	\$ 18,882.52	34.36
61410	Office of the Director	\$ 447,239.00	\$ 0.00	\$ 36,485.56	\$ 397,388.86	\$ 49,850.14	88.85
62110	Board Services	\$ 35,543.00	\$ 0.00	\$ 927.15	\$ 36,616.62	\$ 1,073.62	103.02
62160	Fiscal Services	\$ 84,277.00	\$ 0.00	\$ 6,575.43	\$ 79,463.38	\$ 4,813.62	94.29
63200	Vehicle Operation	\$ 6,300.00	\$ 0.00	\$ 215.30	\$ 3,040.20	\$ 3,259.80	48.26
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	\$ 5,210.86	\$ 57,272.35	\$ 2,807.65	95.33
64200	Building Services	\$ 274,586.00	\$ 0.00	\$ 18,599.12	\$ 199,870.02	\$ 74,715.98	72.79
64300	Grounds Services	\$ 5,000.00	\$ 0.00	\$ 642.26	\$ 1,640.78	\$ 3,359.22	32.82
64600	Security Services	\$ 240.00	\$ 0.00	\$ 240.00	\$ 240.00	\$ 0.00	100.00
68000	Technology	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 4,111.09	\$ 15,888.91	20.56
000	NON-CATEGORICAL	\$ 2,476,232.00	\$ 0.00	\$ 203,584.31	\$ 1,931,342.33	\$ 544,889.67	78.00
PJT 101 ADULT ED							
61100	Classroom Instruction	\$ 157,327.00	\$ 0.00	\$ 8,819.62	\$ 123,254.57	\$ 34,072.43	78.34
101	ADULT ED	\$ 157,327.00	\$ 0.00	\$ 8,819.62	\$ 123,254.57	\$ 34,072.43	78.34
PJT 200 APPRENTICESHIP							
61100	Classroom Instruction	\$ 162,048.00	\$ 0.00	\$ 14,765.40	\$ 157,755.21	\$ 4,292.79	97.35
	APPRENTICESHIP	\$ 162,048.00	\$ 0.00	\$ 14,765.40	\$ 157,755.21	\$ 4,292.79	97.35
1	GENERAL FUND	\$ 2,795,607.00	\$ 0.00	\$ 227,169.33	\$ 2,212,352.11	\$ 583,254.89	79.14
GRAND TOTAL		\$ 2,795,607.00	\$ 0.00	\$ 227,169.33	\$ 2,212,352.11	\$ 583,254.89	79.14

Audited Fund Balance at 6.30.17	\$337,533.98
Audited Restricted Donations at 6.30.17	\$50,000.00
TOTAL AUDITED FUND BALANCE AT 6.30.17	\$387,533.98

BOOK BALANCE AT 4.30.18 **\$1,026,253.74**

BOOK BALANCE AT 5.31.18 **\$854,782.01**

CATEC FY17/18 EXPENDITURE REPORT

PROGRAM AREA	APPROPRIATIONS	ACTUAL EXPENDITURES 4.30.18	ACTUAL EXPENDITURES 5.31.18	ACTUAL EXPENDITURES 6.30.18	TOTAL FY17/18 EXPENDITURES	YEAR-END BALANCE	PERCENT USED
CLASSROOM INSTRUCTION TOTAL	1,393,437	96,748.29	119,995.62	297,168.96	1,322,261	71,176	94.89%
IMPROVEMENT OF INSTRUCTION TOTAL	117,662	16,910.26	14,057.93	8,466.45	125,188	(7,526)	106.40%
STRATEGIC PLAN IMPLEMENTATION TOTAL	28,768	500.00	635.08	1,700.00	11,585	17,183	40.27%
TECHNOLOGY TOTAL	20,000	0.00	0.00	0.00	4,111	15,889	20.56%
OFFICE OF THE DIRECTOR TOTAL	447,239	37,613.02	36,485.56	40,216.64	437,606	9,633	97.85%
FISCAL SERVICES TOTAL	84,277	9,752.37	6,575.43	6,568.86	86,032	(1,755)	102.08%
VEHICLE OPERATION TOTAL	9,400	188.62	215.30	473.08	3,513	5,887	37.38%
BUILDING SERVICES TOTAL	274,826	17,002.71	18,839.12	35,244.55	235,355	39,471	85.64%
GROUNDS SERVICES BOARD & RETIREES TOTAL	5,000	530.95	642.26	1,367.55	3,008	1,992	60.17%
MAINTENANCE MANAGEMENT TOTAL	60,080	5,731.41	5,210.86	5,830.68	63,103	(3,023)	105.03%
HIGH SCHOOL TOTAL	2,476,232	187,466.77	203,584.31	411,966.90	2,343,309	132,923	94.63%
ADULT ED TOTAL	157,327	11,286.40	8,819.62	11,610.35	134,865	22,462	85.72%
APPRENTICESHIP TOTAL	162,048	15,963.75	14,765.40	0.00	157,755	4,293	97.35%
ADULT PROGRAMS TOTAL	319,375	27,250.15	23,585.02	11,610.35	292,620	26,755	91.62%
CATEC TOTAL EXPENDITURES YTD	2,795,607	214,716.92	227,169.33	423,577.25	2,635,929	159,678	94.29%
CATEC TOTAL REVENUE YTD	2,795,607	577,753.60	55,697.60	202,524.07	2,883,424	(87,817)	103.14%
NET INCOME/(LOSS) YTD*	0				247,495		

prepared 8.6.18

CATEC Director respectfully requests that \$150,000 of these funds be used in FY18/19 for ongoing projects and \$97,495 be returned to the Fund Balance.

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: 08/06/18
 Time: 16:09:47

Code	Description	Estimated Revenue	Est. Revenue For	JUNE	For	Revenue JUNE	Revenue YTD	Unrealized Balance	Percent Real
FD 1 GENERAL FUND									
PJT 000 NONCATEGORICAL									
1501020	INTEREST ON INVESTMENTS	\$ 120.00	\$	0.00	\$	775.95	\$ 3,657.87	\$ 3,537.87-	3048.22
1502010	RENTS	\$ 7,000.00	\$	0.00	\$	0.00	\$ 5,940.00	\$ 1,060.00	84.86
1612060	ADULT DAY TUITIONS	\$ 18,000.00	\$	0.00	\$	0.00	\$ 6,480.00	\$ 11,520.00	36.00
1803030	REBATES AND REFUNDS	\$ 25,000.00	\$	0.00	\$	62,920.55	\$ 64,640.55	\$ 39,640.55-	258.56
1899120	OTHER FUNDS	\$ 0.00	\$	0.00	\$	316.21	\$ 14,395.41	\$ 14,395.41-	100.00
1901010	CLTY OR COUNTY FUNDS	\$ 2,263,887.00	\$	0.00	\$	0.00	\$ 2,263,892.10	\$ 5.10-	100.00
1901020	VA Dept. of Education Funds	\$ 115,000.00	\$	0.00	\$	119,940.40	\$ 134,191.00	\$ 19,191.00-	116.69
2402520	VOCATIONAL EQUIPMENT	\$ 4,600.00	\$	0.00	\$	8,791.96	\$ 8,791.96	\$ 4,191.96-	191.13
2402990	OTHER STATE FUNDS	\$ 40,000.00	\$	0.00	\$	0.00	\$ 37,550.82	\$ 2,449.18	93.88
000	NONCATEGORICAL	\$ 2,473,607.00	\$	0.00	\$	192,745.07	\$ 2,539,539.71	\$ 65,932.71-	102.67
PJT 101 ADULT ED									
1612030	SALES OF TEXTBOOKS	\$ 11,000.00	\$	0.00	\$	0.00	\$ 6,840.00	\$ 4,160.00	62.18
1612060	ADULT ED NIGHT FEES	\$ 135,000.00	\$	0.00	\$	9,635.00	\$ 90,760.00	\$ 44,240.00	67.23
1899120	OTHER FUNDS	\$ 2,500.00	\$	0.00	\$	144.00	\$ 2,020.00	\$ 480.00	80.80
101	ADULT ED	\$ 148,500.00	\$	0.00	\$	9,779.00	\$ 99,620.00	\$ 48,880.00	67.08
PJT 200 APPRENTICESHIP									
1612030	SALES OF TEXTBOOKS	\$ 23,000.00	\$	0.00	\$	0.00	\$ 26,515.00	\$ 3,515.00-	115.28
1899120	APPRENTICE FEES	\$ 150,000.00	\$	0.00	\$	0.00	\$ 217,689.50	\$ 67,689.50-	145.13
1899122	OTHER FUNDS	\$ 500.00	\$	0.00	\$	0.00	\$ 60.00	\$ 440.00	12.00
200	APPRENTICESHIP	\$ 173,500.00	\$	0.00	\$	0.00	\$ 244,264.50	\$ 70,764.50-	140.79
1	GENERAL FUND	\$ 2,795,607.00	\$	0.00	\$	202,524.07	\$ 2,883,424.21	\$ 87,817.21-	103.14
GRAND TOTAL		\$ 2,795,607.00	\$	0.00	\$	202,524.07	\$ 2,883,424.21	\$ 87,817.21-	103.14

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: 08/06/18
 Time: 16:09:15

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For JUNE	Expenditures Year-to-Date	Available Balance	Percent Used
PD 1 GENERAL FUND							
PJT 000 NON-CATEGORICAL							
61100	Classroom Instruction	\$ 1,393,437.00	\$ 0.00	\$ 297,168.96	\$ 1,322,261.26	\$ 71,175.74	94.89
61310	Improvement of Instruction	\$ 117,662.00	\$ 0.00	\$ 8,466.45	\$ 125,187.70	\$ 7,525.70	106.40
61320	Strategic Plan Implementation	\$ 28,768.00	\$ 0.00	\$ 1,700.00	\$ 11,585.48	\$ 17,182.52	40.27
61410	Office of the Director	\$ 447,239.00	\$ 0.00	\$ 40,216.64	\$ 437,605.50	\$ 9,633.50	97.85
62110	Board Services	\$ 35,543.00	\$ 0.00	\$ 14,930.13	\$ 51,546.75	\$ 16,003.75	145.03
62160	Fiscal Services	\$ 84,277.00	\$ 0.00	\$ 6,568.86	\$ 86,032.24	\$ 1,755.24	102.08
63200	Vehicle Operation	\$ 6,300.00	\$ 0.00	\$ 473.08	\$ 3,513.28	\$ 2,786.72	55.77
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	\$ 5,830.68	\$ 63,103.03	\$ 3,023.03	105.03
64200	Building Services	\$ 274,586.00	\$ 0.00	\$ 35,244.55	\$ 235,114.57	\$ 39,471.43	85.63
64300	Grounds Services	\$ 5,000.00	\$ 0.00	\$ 1,367.55	\$ 3,008.33	\$ 1,991.67	60.17
64600	Security Services	\$ 240.00	\$ 0.00	\$ 0.00	\$ 240.00	\$ 0.00	100.00
68000	Technology	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 4,111.09	\$ 15,888.91	20.56
000	NON-CATEGORICAL	\$ 2,476,232.00	\$ 0.00	\$ 411,966.90	\$ 2,343,309.23	\$ 132,922.77	94.63
PJT 101 ADULT ED							
61100	Classroom Instruction	\$ 157,327.00	\$ 0.00	\$ 11,610.35	\$ 134,864.92	\$ 22,462.08	85.72
101	ADULT ED	\$ 157,327.00	\$ 0.00	\$ 11,610.35	\$ 134,864.92	\$ 22,462.08	85.72
PJT 200 APPRENTICESHIP							
61100	Classroom Instruction	\$ 162,048.00	\$ 0.00	\$ 0.00	\$ 157,755.21	\$ 4,292.79	97.35
200	APPRENTICESHIP	\$ 162,048.00	\$ 0.00	\$ 0.00	\$ 157,755.21	\$ 4,292.79	97.35
1	GENERAL FUND	\$ 2,795,607.00	\$ 0.00	\$ 423,577.25	\$ 2,635,929.36	\$ 159,677.64	94.29
GRAND TOTAL		\$ 2,795,607.00	\$ 0.00	\$ 423,577.25	\$ 2,635,929.36	\$ 159,677.64	94.29

Unaudited Fund Balance at 6.30.18	\$405,028.98
CATEC FY18/19 requested	\$150,000.00
CATEC FY18/19 budget allocation	\$30,000.00
Unaudited Restricted Donations at 6.30.18	<u>\$19,873.77</u>
TOTAL UNAUDITED FUND BALANCE AT 6.30.18	\$604,902.75

BOOK BALANCE AT 5.31.18 **\$854,782.01**

BOOK BALANCE AT 6.30.18 **\$632,278.83**

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Bank Signatures

Date: August 14, 2018
Enclosure:

ACTION

Background Information:

CATEC's instructional funds are maintained in Wells Fargo Bank. The signature cards need to be revised to include current staff.

Recommendation:

The Key Executives of the CATEC Center Board, with financial control, 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

Juandiego Wade, Center Board Chair

Jonno Alcaro, Center Board Vice Chair

Jason Vandever, Fiscal Officer of the Center Board

Item Number: 18-40

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Fund Balance Transfer

Date: August 14, 2018

Enclosures:

ACTION

Background Information:

Currently, we have several on-going projects that began in early June and will continue through FY 2018-2019.

Those items include:

- Veterinary Science Equipment, Materials, and Supplies
- Washer, Dryer, Refrigerator/Freezer Combo Unit
- Animal Cages
- Water Tub Table (Animal Bathing)
- Classroom Furniture
- Traveling CTE “Tiny School House Maker Space”

Recommendation:

The Director recommends that the Center Board approve the allocation of \$150,000 from the Fund Balance to be used in FY 2018-2019 for these projects.

Item Number: 18-41

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Approval of CATEC Foundation Members

Date: August 14, 2018

Enclosure:

ACTION

Background Information:

According to Article IV of the CATEC Foundation Bylaws, the Charlottesville-Albemarle Technical Education Center Board shall vote to accept or reject the directors of the Charlottesville-Albemarle Technical Education Foundation, and the newly selected slate of officers each year.

CATEC Foundation Board Members:

1. Russell 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. S. John Waits

The officers for the 2018-2019 academic year are: Dr. Jolene Hamm, President; Mr. Russell Cummings, Jr., Vice President; Ms. Silvia Dowell, Secretary; and Mr. Hosea Mitchell, Treasurer.

Recommendation:

It is recommended that the Center Board approve the appointment of Ms. Silvia Dowell (Secretary) and Dr. Eric Irizarry on the CATEC Foundation Board as recommended by the Foundation Board of Directors.

Item Number: 18-42

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Student Enrollment

Date: August 14, 2018
Enclosures:

INFORMATION

Background Information:

The Director will provide information concerning student enrollment in the CATEC Program areas for SY 2018-19.

Recommendation:

The information provided will be for review, discussion, and input from the Board members regarding areas needing improvement and those of concern.

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Apprenticeship Program presentation

Date: August 14, 2018
Enclosure:

INFORMATION

Background Information:

There will be a presentation highlighting the Apprenticeship program(s) at CATEC. Mr. Todd Cooke and Ms. Faith Clayton from the Virginia Department of Labor and Industry will present an overview of Registered Apprenticeships and Youth Registered Apprenticeships.

In addition, CATEC Administration will present specific information about CATEC's Apprenticeship and Youth Registered Apprenticeship Program. Special guests will include members of the CVAC (Central Virginia Apprenticeship Council), Design Electric, Moore's Electrical and Mechanical, and UVA Facilities Management.

Recommendation:

The information about the Apprenticeship program(s) will be presented to the Center Board for review and discussion.

CENTER BOARD

Charlottesville-Albemarle Technical Education Center

Topic: Comments

Date: August 14, 2018
Enclosures:

INFORMATION

Background Information:

The following CATEC administrators will be making comments:

Director – Daphne Keiser
Adult Education Coordinator – Deborah Gannon
Assistant Principal – Doug Keaton

Recommendation:

The comments provided will be for review and discussion.