

MEETING MINUTES OF THE CATEC CENTER BOARD

October 17, 2017

At 5:01 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, and Mr. Steve Koleszar.

BOARD MEMBERS ABSENT: Mr. Juandiego Wade.

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

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

AGENDA ITEM 17-46 AGENDA

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

AGENDA ITEM 17-47 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM 17-48 MINUTES

Mr. Koleszar offered a **motion** to approve the Center Board minutes for August 15, 2017. Mr. Michie **seconded** the motion and the motion **passed** with Mr. Wade absent.

AGENDA ITEM: 17-49 APPROVAL OF FINANCIAL STATUS

Mr. Koleszar offered a **motion** to receive the financial status reports (for July and August 2017) and Mr. Michie **seconded** the motion. Mr. Michie asked that the on-going percentage of expected use by the end of the year be on the reports so that the Board knows if it is “on-target.” Mrs. Puryear clarified that it would be an additional column that would be over-and-above what has currently been spent. The motion **passed** with Mr. Wade absent. Dr. Keiser assured the Board that there were no areas of concern.

AGENDA ITEM: 17-50 ENROLLMENT

Dr. Keiser gave the Board a summary of the current student enrollment and historical data for the past five years. Ten-day enrollment, first semester, and end of the school year data was presented for review and discussion. She went into detail about how the data was compiled and reviewed the information.

The Board discussed factors that impact enrollment such as the number/kind of programs offered, how those programs are marketed, and the attrition rate. Mr. Koleszar reminded the Board that the key to successful programs is that they lead to the right jobs for the job market and making sure that the right teacher is in place. Dr. Keiser provided an overview of programs that are being considered – specifically offering EMT at Western Albemarle High School, veterinary science, and aviation careers. Because this discussion of new programs would affect next year's budget, the conversation led directly to the Funding Request (Agenda Item 17-54).

Dr. Keiser explained the Program of Studies which included the new programs being proposed. The majority of the current Program of Studies will remain the same, but there are a few changes which she identified in detail along with the rationale for the changes. Mr. Oberg suggested that the base schools be informed of the new offerings ahead of time as a way of marketing. Dr. Keiser answered questions about curriculum and equipment needed for the new programs. There was a great deal of conversation about what information is still needed – especially about the aviation careers program – which would impact when the classes could be launched.

Mrs. Puryear stated that there is consensus as it relates to veterinary science and there is consensus that Dr. Keiser will continue her investigations about aviation careers.

AGENDA ITEM: 17-51 **CATEC HOUSE**

Dr. Keiser described the current agreement with the CATEC Foundation with regard to the house. She called the Board's attention to the letter from the Foundation which will give the house to CATEC. CATEC will not collect reimbursement for any house expenditures (\$5,821.61) from the Foundation. As a result, all proceeds from the sale of the house will go to CATEC. Mr. Koleszar offered a **motion** to accept the house from the CATEC Foundation and forgive the loan of not more than \$10,000. Mr. Michie **seconded** it and the motion **passed** with Mr. Wade absent.

AGENDA ITEM: 17-52 **CATEC FOUNDATION APPLICATIONS**

Mr. Oberg reminded the Board that, under the new Foundation bylaws, the Center Board needs to approve those nominated by the Foundation Board – Peggy Van Yahres and Hosea Mitchell. Mrs. Puryear offered a **motion** to accept the applications. Mr. Koleszar **seconded** the motion and it **passed** with Mr. Wade absent.

AGENDA ITEM: 17-53 **CATEC FOUNDATION BYLAWS**

Mr. Oberg reviewed the current bylaws and said that he felt his concerns had been addressed. There was some discussion and Dr. Keiser assured the Board that she had asked Craig Wood to review the bylaws again. Mr. Wood told her that it was fine that the Foundation Board was not a public agency. Mr. Oberg requested that Mr. Wood provide an advisory opinion in writing to that effect. (On October 8, 2017, Mr. Wood wrote in an email to Dr. Keiser "These bylaws look fine to me. You are correct that a public board like the school board or regular CATEC board could not use the unanimous written consent provision, but a private foundation may do so, and the CATEC Foundation is a private foundation.") Mr. Koleszar offered a **motion** to approve the bylaws of the CATEC Foundation Board. Mr. Michie **seconded** the motion and it **passed** with Mr. Wade absent.

AGENDA ITEM: 17-54 2018-19 FUNDING REQUEST & PROGRAM OF STUDIES

Dr. Keiser went over the three funding options for the Board and there was subsequent discussion for clarification. Mr. Oberg noted that the general direction being proposed seems to be a modified Option #3 which means the postponement, for the time being, of the aviation program. In addition, it was suggested that Dr. Keiser consult with Jackson Zimmerman as it relates to the raises based on longevity. Dr. Keiser will also talk to Clare Keiser about the reductions if those individuals have continuing contracts.

Mr. Michie stated he would like to see more marketing done in the Program of Studies to highlight what jobs and earnings could result from these courses.

AGENDA ITEM: 17-55 WORK SESSION UPDATE

Dr. Keiser called the Board's attention to the work session information handout. She reviewed the four options (listed in the handout), the possible plans going forward, and the members of the committee.

AGENDA ITEM: 17-56 OTHER BUSINESS BY BOARD AND SUPERINTENDENTS

There was no other business.

AGENDA ITEM: 17-57 CLOSED SESSION

Mr. Koleszar 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** with Mr. Wade absent.

Certify Closed Meeting

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

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

NAYS:

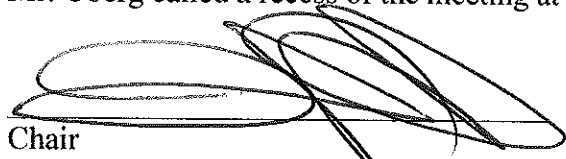
ABSENT: Mr. Wade

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

Mr. Koleszar offered a **motion** to hire the employees #1 and #2. Mr. Michie **seconded** the motion and it **passed** with Mr. Wade absent.

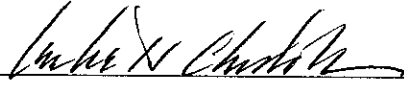
ADJOURNMENT

Mr. Oberg called a recess of the meeting at 6:40p.m.



Chair

1.16.2018
Date



Clerk

1.16.2018
Date