

## MEETING MINUTES OF THE CATEC CENTER BOARD

January 17, 2012

At 6:02 p.m., Mrs. Diantha McKeel called to order the meeting of the CATEC Center Board.

**BOARD MEMBERS PRESENT:** Mrs. Diantha McKeel, Mrs. Leah Puryear, Mr. Ned Michie, Mrs. Pam Moynihan, Mrs. Willa Neale, and Mr. Steve Koleszar.

**BOARD MEMBERS ABSENT:**

**STAFF MEMBERS PRESENT:** Mr. Adam Hastings, Director; Mr. Michael Mountjoy, Assistant Principal; and Ms. Leslie Chisholm, Administrative Assistant/Clerk.

**OTHERS PRESENT:** Mr. Jim Henderson, Charlottesville Assistant Superintendent for Administration; Dr. Pam Moran, Albemarle County Superintendent; and Mr. Chad Ratliff, Albemarle County Assistant Director of Instruction.

### AGENDA ITEM 12-01    AGENDA

Mrs. Puryear offered a motion to approve the agenda and Mrs. Neale seconded it. The motion passed unanimously.

### AGENDA ITEM 12-02    MINUTES

Mr. Koleszar offered a motion to approve the Center and Joint Board minutes for October 18, 2011. Mrs. Puryear seconded the motion. The motion passed unanimously.

### AGENDA ITEM: 13-03    PUBLIC COMMENTS

There were no public comments.

### AGENDA ITEM: 12-04    DIRECTOR'S COMMENTS

Due to the full agenda, Mr. Hastings said he had no comments at this time.

### AGENDA ITEM: 12-05    ANNUAL ORGANIZATION

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

Mrs. Leah Puryear was elected as the Chairperson. Mr. Michie offered a motion to nominate Mrs. Puryear and Mrs. Moynihan seconded the motion. The motion passed unanimously. (Mrs. Puryear took over the meeting at this point.)

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

Mr. Steve Koleszar was elected as Vice Chairperson. Mrs. Moynihan offered a motion to nominate Mr. Koleszar and Mrs. Neale seconded the motion. The motion passed unanimously.

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

Ms. Leslie Chisholm was elected as the Clerk. Mr. Michie offered a motion to nominate Ms. Chisholm and Mrs. McKeel seconded the motion. The motion passed unanimously.

**D: Election of Deputy Clerk**

Mr. Mike Mountjoy was elected as the Deputy Clerk. Mrs. McKeel offered a motion to nominate Mr. Mountjoy and Mrs. Moynihan seconded the motion. The motion passed unanimously.

**E: Election of Superintendent of Record**

Dr. Rosa Atkins was elected as the Superintendent of Record for the 2012 Center Board. Mrs. McKeel offered the motion to nominate Dr. Atkins and Mr. Koleszar seconded the motion. The motion passed unanimously.

**F: Legal Counsel Recommendation**

Mr. Koleszar offered a motion to appoint legal counsel on an “as needed” basis. Mrs. McKeel seconded it. The motion passed unanimously.

**G: Appointment of Fiscal Officer**

Ms. Jennifer Brown, Charlottesville City Treasurer, was elected as Fiscal Officer. Mrs. McKeel offered a motion to nominate Ms. Brown. Mr. Koleszar seconded the motion. The motion passed unanimously.

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

Mr. Koleszar offered a motion to approve the 2012 Center Board schedule. Mrs. McKeel seconded the motion. The motion passed unanimously.

**I-J: Appointment of Superintendent Designee**

It was recommended that Dr. Moran be approved as the designee to represent and sign documents for the Superintendent of Record. Mrs. McKeel offered a motion to appoint Dr. Moran. Mrs. Neale seconded the motion. The motion passed unanimously.

**K: Policy Recommendation**

Mr. Koleszar offered a motion to continue to operate following the policies and procedures of Albemarle County Schools. Mrs. McKeel seconded the motion. The motion passed unanimously.

**AGENDA ITEM: 12-06      APPROVAL OF FINANCIAL STATUS**

Mrs. McKeel offered a motion to approve the financial statements for September, October, and November of 2011. Mrs. Moynihan seconded the motion. The motion passed unanimously.

**AGENDA ITEM: 12-07      FACILITIES AND EQUIPMENT**

Mr. Hastings reminded the Board of his request for a \$60,000 allocation from the General Fund to upgrade the wireless infrastructure in the building. Because he was able to “piggy-back” on some other work being done in the County, the work was done at a discounted rate. The cost included everything necessary and it encompassed all areas of the building and property. Mr. Hastings gave Mr. Bruce Bosselman, Adult Education Coordinator, and Mr. Lloyd Workman, the Maintenance Foreman, credit for getting the job done.

The City updated CATEC’s Fire Safety equipment; it is now up-to-grade.

Scott Hendrix, Project Manager/Manager Small Cap Program at the City of Charlottesville, did a routine window check and found shifting/cracks in the exterior of the building. Mr. Hastings will get estimates for the repair to prevent water damage and will update the Board as necessary.

Last summer an ADA compliance audit was done with regard to accessibility to the building. The equality of gender-specific changing room spaces was discussed. Anything that can be done in-house by Mr. Workman will be completed by the end of February. Width of doorways and

ramps are to be addressed. Information will be solicited through the City as to the scope of the project. Mr. Hastings credited Mr. Ratliff for leading the project.

**AGENDA ITEM: 12-08**      **CATEC FOUNDATION UPDATE**

Mr. Hastings requested that the Board approve the current Foundation Board; a list of members was provided. The Board was given the Foundation's marketing plan and RFP. Mr. Koleszar offered a motion to approve the Foundation members as recommended by the Foundation Board of Directors. Mrs. McKeel seconded the motion and the motion passed unanimously. Mr. Hastings asked the Board to direct potential new Foundation Board members to him.

**AGENDA ITEM: 12-09**      **B ENEFITS AND LEAVE COMPARISON**

The differences between benefits offered by Albemarle County, Charlottesville City, and CATEC were reviewed and discussed. Mr. Hastings reiterated that it is important to realize that CATEC is treated as a separate entity/school division. Although CATEC follows Albemarle County guidelines and policies, the CATEC teachers and staff are employed by CATEC – not Albemarle County. The first spreadsheet presented to the Board compared the benefits provided by the County, the City, and CATEC. Mr. Hastings explained the second spreadsheet which showed costs associated with employees coming to CATEC and the implications of that move. Mr. Hastings stated that this is a decision, not for the Center Board, but for the two School Boards. The point was made that it is imperative that new employees coming from the City or the County are made aware that CATEC is a separate entity. Dr. Moran reminded the Board that CATEC is a separate center, not a school. Mr. Koleszar suggested the policies at the County and the City be addressed concerning continuous service. Mr. Hastings thanked Larry Lawwill, Lorna Gerome, and Carole Nelson for their assistance with preparing the benefits information.

**AGENDA ITEM: 12-10**      **2012 FUNDING REQUEST**

Mr. Hastings called the new version of the funding request to the Board's attention. He spoke to Ed Gillespie (Charlottesville City) and Jackson Zimmerman (Albemarle County) about the funding. Personnel and benefits are the major changes to CATEC's request, especially due to a significant increase in VRS costs. Mr. Hastings explained CATEC's three organizational goals: increasing enrollment, student performance, and improvement of classroom instruction. His task is to find a way to align funding to those goals. He feels it is CATEC's obligation, as a workforce training center, to fill every empty seat in order to put skilled/trained technicians into the local economy. Industry specific and industry recognized certifications should be attained by every CATEC student and CATEC has the obligation to pay for those certifications. Improved classroom instruction will benefit both the students and employers who hire CATEC students. Mr. Hastings predicts that there will be "money to spare" at the end of this year and he is confident that most of the VRS increases can/will be absorbed into the operations budget. He stated that increases will be necessary to cover personnel changes. With regard to the coming school year, Mr. Hastings sees four major areas of funding objectives: personnel (which is 80% of the budget), how to fund VRS expenditures, ADA compliance expenses, and equipment.

Equipment in some programs needs to be updated to reflect/meet industry standards and he gave the Dental program as an example. He feels that the Adult Education program should be self-sustaining and also driving the equipment revenues for the daytime programs. He gave Massanutten Technical Center as an example of how it can be done. He has done the research

with different local organizations as to how to align the services that CATEC provides. He believes CATEC's Adult Ed can be self-sufficient next year. As long as there is a community need for workforce development, CATEC can serve that need. Better marketing of CATEC with a brand of training the local workforce was discussed and Mr. Hastings reported that Paladin Media Group has been hired to market CATEC and update the website.

Mr. Hastings stated that CATEC solicits in-kind donations continually for the various programs. He reviewed the projected expenditures for next year; the largest total expense will be in operations. It will be addressed by being more efficient and effective in-house and have the Adult program fund the high school programs. Mr. Hastings confirmed that the current VRS rate on the handout is the most updated figure he received from Mr. Zimmerman. The concern is about the impact of future VRS costs. The complex funding formula was reviewed as well as the revenue report. He stated that he is hesitant to pull from the carryover funds because of the anticipated increase in VRS expenses and the ADA compliance audit. Though CATEC has lost the income associated with Fluvanna County students, Greene County has been in contact about increasing their enrollment at CATEC. Mr. Hastings has also spoken to the Transition Council about enrolling students with disabilities. There are populations in the community that need to be served by CATEC and that enrollment would be an additional funding source. Mrs. McKeel offered a motion to approve the funding request for 2012-13. Mr. Koleszar seconded the motion. The motion passed unanimously.

**AGENDA ITEM: 12-11**      **2012/13 PROGRAM OF STUDIES**

There are no changes to the Program of Studies for the 2012/13 school year in terms of the courses that will be offered. There will be a change in the way the Program of Studies will be implemented. Because funding is based on enrollment, it is imperative to have classrooms at full capacity. Mr. Hastings' goal is to increase the amount of Health and Medical Sciences courses that are taught at CATEC as well as making other courses more robust to facilitate a transition to PVCC. Not included in the Program of Studies is a pilot program Mr. Hastings has discussed with two of the middle schools with the goal to expand CATEC programs to the middle schools for high school credit. Getting those younger students started in Career and Tech Ed will bridge the gap. Jouett and Burley both have usable lab space, but this pilot is still in the exploratory stage. Summer school programs were discussed as a way to fully utilize the building. Mr. Hastings gave credit to Mr. Mountjoy and to the base school principals and counselors for their help with the Program of Studies. Mr. Koleszar offered a motion to approve the Program of Studies for 2012-13. Mrs. Neale seconded the motion. The motion passed unanimously.

**AGENDA ITEM: 12-12**      **CLOSED SESSION**

Mr. Michie offered a motion that the 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 matters. Mr. Koleszar seconded the motion. The motion passed unanimously.

**Certify Closed Meeting**

Mr. Michie offered a motion that the Board certify by recorded vote that to the best of each Board member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion

authorizing the Closed Meeting were heard, discussed, or considered in the Closed Meeting.  
Mrs. Moynihan seconded the motion. Roll was called and the motion passed by the following recorded votes:

AYES: Mrs. McKeel, Mr. Koleszar, Mrs. Puryear, Mrs. Moynihan, Mrs. Neale, and Mr. Michie.

NAYS: None.

ABSENT: None

The motion carried by a 6:0 vote.

**AGENDA ITEM: 12-13**

**OTHER BUSINESS BY BOARD/SUPERINTENDENT**

There was no other business.

**ADJOURNMENT**

At 7:35 p.m. Mrs. McKeel offered a motion to adjourn the meeting of the CATEC Center Board and Mr. Michie seconded the motion. The motion passed unanimously.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date