# PROPOSED AGENDA FOR A JOINT MEETING

**OF THE CATEC CENTER BOARD WITH THE ALBEMARLE COUNTY SCHOOL BOARD AND THE CHARLOTTESVILLE CITY SCHOOL BOARD**

**October 16, 2012 – 6:00 p.m. Dinner, 6:45 p.m. Meeting**

<table>
<thead>
<tr>
<th>Order of Business</th>
<th>Agenda Item</th>
<th>Subject</th>
<th>Action Informational</th>
<th>Page Numbers</th>
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</thead>
<tbody>
<tr>
<td>6:45 p.m.</td>
<td>Roll Call</td>
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<tr>
<td>6:45 p.m.</td>
<td>Agenda</td>
<td>12-62</td>
<td>Adoption of Agenda</td>
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<tr>
<td>6:50 p.m.</td>
<td>Community Participation</td>
<td>12-63</td>
<td>Public Comments</td>
<td>I</td>
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<tr>
<td>6:50 p.m.</td>
<td>Director’s Comments</td>
<td>12-64</td>
<td>Information Guide</td>
<td>I</td>
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<tr>
<td>7:05 p.m.</td>
<td>Joint Board</td>
<td>12-65</td>
<td>Enrollment Report</td>
<td>I</td>
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<td>7:15 p.m.</td>
<td>Closed Session</td>
<td>12-66</td>
<td>Meadowcreek Parkway</td>
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<td>7:45 p.m.</td>
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Next Joint Board meeting date: Tuesday May 21, 2013
Background Information:

The Director will present an information guide about CATEC. The guide is designed to give an overview of CATEC and to highlight specific programs.

Recommendation:

The Director recommends the Board review the information guide.
Preparing students for competitive entry into the workforce or post-secondary training.


Information Guide
Who is eligible to apply for CATEC Programs?

✓ High School students
   See your counselor at your base school.

✓ Adult Education students
   Contact the CATEC Adult Education Office.

✓ Apprenticeship students
   Speak with your employer and contact the CATEC Adult Education Office.

CATEC is a school of choice. Each day, CATEC offers training for high school students and adults. Through its programs, CATEC prepares students for careers in a variety of fields.

Program Selection

How are courses and programs selected?

✓ Using Local, State, and National Employment Data
   As a regional technical education center, CATEC provides technical training for Central Virginia. As an active partner with the Thomas Jefferson Planning District Commission and those agencies that support the Piedmont Workforce Investment Area, CATEC primarily utilizes local employment data and secondarily uses state and national employment data in selecting programs for high school and adult students. CATEC coordinates efforts with base school divisions and local higher education institutions so that our programs offer routes to competitive employment or post-secondary training within our locality.

Current Trend Information

Within our locality:

- Personal Care Aides and Home Health Aides will grow by 69% or more (projected) with over 2 million new positions in the healthcare field (BLS). Currently, CATEC offers training for these occupations through the Nurse Aide Program.

- Construction industry growth (2010-2020): 19.54% growth by 2020. CATEC offers construction training through the Following Programs:
  - Building Trades
  - Masonry
  - Green Energy Design & Technology

- Despite recent slowing in the employment data, those programs that support the Regional Workforce Investment Area (RWIA) continue to grow. These programs include the following:
  - CATEC offers construction training through the Following Programs:
    - Building Trades
    - Masonry
    - Green Energy Design & Technology

- As a Regional Technical Education Center, CATEC provides technical education and training. Student interest is a major component in program selection. Our students are passionate about their vocations and training.

Making the UP-Grade Essential to the CATEC experience is the availability of professional and technical learning spaces. At its August 2012 meeting, the CATEC Center Board approved the most recent upgrade to CATEC facilities: a $21,000 build-out of the Dental Assisting classroom. Replete with supplies and equipment, this new space will support technical training for dental assistants. The new Dental Assisting classroom, financed with State Board of Dental Examiners grant funding, will prepare students to succeed in the field of dental hygiene.

Key Administration

- Employment Data in Education and Career Planning

- Students in CATEC’s Adult Education Program can complete a Personal Care Aide Program, the Enrollment, the CATEC Adult Education Office.

- Student Interest

- Program Selection

- Employment Data

- Using Local, State, and National Employment Data

- How are courses and programs selected?
As established in the CATEC bylaws, adult education is a key component of local workforce training and development at the center. Whether students are right out of high school or returning for an encore career, our programs are designed to get students to work. From short classes to develop computer skills, to four-year programs resulting in highly technical professional certifications, CATEC offers a wide variety of adult education opportunities.

Typically, adult education programs consist of stand-alone courses designed to train students in specific areas. Upon completion of a course and satisfactory performance on certification or licensure examinations, students are ready to enter the workforce within the field of training. Programs may include classroom-based instruction, internships, and externships. Students in apprenticeship programs benefit from an academic program that combines on-the-job experience with highly technical classroom training. Typically, adult education programs are taught by Virginia educators who hold advanced degrees and are certified to teach adult learners.

Apprenticeship

In accordance with regulations set forth by the Virginia Department of Labor and Industry, CATEC operates apprenticeship training in partnership with local employers. Designed as multi-year programs, students enroll at CATEC for evening classes while working in the field of training. Typically, employers fully or partially subsidize tuition and fees for students. The Virginia Department of Labor and Industry, CATEC operates apprenticeship programs, students enroll at multi-year programs, students enroll at CATEC for evening classes while working in the field of training.

Contact Information

Bruce Bossemann, Adult Education Coordinator
bbossemann@k12albemarle.org
(434) 973-4461

Adult Education and Apprenticeship

Two Distinct Opportunities

Adopted by the Commonwealth of Virginia in 1938, apprenticeship programs have been administered by the Virginia Department of Labor and Industry since their inception.

Scott Somers, Firefighting & EMT Rotary Scholarship Recipient

http://www.catec.org/catec/adult-education
Determined by a funding formula based on student enrollment, funding for CATEC is primarily derived from ACPS and CCS allocations. In addition, CATEC receives funding for the operation of adult apprenticeship instruction, from adult tuition and fees, and from tuition from out-of-district students.

The CATEC Center Board determines policy for the operation of the center. In the absence of a specific policy decision by the Center Board, CATEC adheres to the policies and procedures approved by the Albemarle County Public Schools School Board.

The VEXP program offers 10th grade students the opportunity to experience multiple programs at CATEC. Each 10th grade student can participate in trade-based secondary programs and gain an understanding of career options. Successful candidates exhibit a clear desire to participate in a CATEC program. Students interview with a CATEC representative. Interviews focus on career choice, and students must like a job interview, students must be interested in learning a trade.

The first ten days at CATEC are crucial. Students must continue their training. Students must make the daily decision to support of teachers, parents, and peers. Through the course selection process, students select courses of interest that satisfy graduation requirements.

Students complete the course selection process and receive a student schedule. Students participate in Joint School Board meetings, which provide input on decisions affecting CATEC.

Students participate in the entrepreneurial program. Students participate in the entrepreneurial program, which provides input on decisions affecting CATEC.
Student organizations provide students at regional technical centers and in career and technical education programs the opportunity to network with their professional peers across the state. With local chapters at each school, students work in teams and as individuals to develop the skills necessary to be active in their student organization.

**Competition:** At events across the state, students engage in trade-specific competitions where they try their skills against those of their peers. In 2011-2012, Chris Rivera, CATEC Culinary Arts (WAHS), won the top prize at the SkillsUSA Culinary competition. His skills helped him to secure an internship and employment at Farmington Country Club.

**Collaboration:** As members of a local chapter or state or national level, officers are eligible to serve on the Student Recruitment, Retention, and Assessment team. Students will have the opportunity to combine Entrepreneurism with Business Development, creating and growing CATEC business teams. This team will lead staff development on Workplace Skills and business development, creating a climate that promotes entrepreneurship in the classroom.

**Leadership:** Each organization must elect a leadership team. As part of a democratic process, students campaign to be officers and assume significant responsibility upon election. Officers are eligible to serve at the local, state, or national level.

**Meeting the demands of the local workforce requires constant focus on improvement.** As we prepare students for jobs in our ever-changing economy, our faculty and staff work to improve the quality of instruction and climate for learning at CATEC. Two faculty-based teams guide this year’s school improvement work.

**Business Development Team**

Chairperson: Robert Bressan

Over the past five years, entrepreneurship instruction has been a central focus. This year, the teachers and staff work to improve the quality of instruction and climate for our faculty and staff work to improve the quality of instruction and climate for learning at CATEC. Two faculty-based teams guide this year’s school improvement work.

**Student Recruitment, Retention, and Assessment Team**

Chairperson: Karen Brown

After a successful year of student recruitment, ten-day enrollment at CATEC is at its highest level in over five years. In order to continue this positive trend, this team will work to create a climate of professionalism and positivity. This team will work to create a climate of professionalism and positivity, while recognizing the contributions of professional peers. Organized by trade area, the individual student to gather student teams are working to push this program from local to state to national levels.

**Leadership:**

- Each organization must elect a leadership team. As part of a democratic process, students campaign to be officers and assume significant responsibility upon election.
- Officers are eligible to serve at the local, state, or national level.

**Collaboration:** As members of a local chapter or state or national level, officers are eligible to serve on the Student Recruitment, Retention, and Assessment team. Students will have the opportunity to combine Entrepreneurism with Business Development, creating and growing CATEC business teams. This team will lead staff development on Workplace Skills and business development, creating a climate that promotes entrepreneurship in the classroom.

**School Improvement**

Leadership

**Collaboration, Competition, and Student Organizations**

Students active in their student organization develop the skills necessary to be active in the workforce. Students at each school participate in a chapter team. These teams work with local chapters to network with their professional peers across the state. Students at regional technical centers provide an opportunity for students to combine Entrepreneurism with Business Development, creating and growing CATEC business teams. This team will lead staff development on Workplace Skills and business development, creating a climate that promotes entrepreneurship in the classroom.
The CATEC Foundation is a 501(c)3 organization in place to support the mission and work of CATEC. In addition, the Foundation provides scholarships to CATEC graduates. Meeting on a monthly basis, the Foundation works to provide financial support for CATEC graduates to pursue further post-secondary technical education.

The Leslie H. Walton Foundation was formed in memory of long-time Albemarle County educator Leslie H. Walton, this foundation works to provide financial support for CATEC graduates to pursue further post-secondary technical education.

Local Trade and Vocational Councils

Joint Vocational Advisory Committee

Advisory Committee

Central Virginia Apprenticeship Council

CVAC President:

Guy Cohen, Beck Cohen

CVAC Vice-President:

Toan Nguyen, Cville Coffee & CIC

CVAC Treasurer:

Jack Farmer, Robinson Farmer Cox

CVAC President:

DJ Hill, Northrop Grumman Corp.

Central Virginia Apprenticeship Council

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Jack Farmer, Robinson Farmer Cox

CVAC President:

DJ Hill, Northrop Grumman Corp.
Designing, planning, managing, building, and maintaining the built environment.

CATEC Course(s):
• Building Trades I & II
• Green Energy Design and Technology
• Masonry I, II, III

Certification(s):
• NCCER
• Workplace Readiness Skills for the Commonwealth

Designing, producing, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

CATEC Course(s):
• Music Industry Technology
In partnership with the Music Resource Center, students in this trade pathway learn in a real, live, working music and recording studio.

Certification(s):
• Workplace Readiness Skills for the Commonwealth

Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, health services, and providing therapeutic services, planning, managing, and designing communications.

CATEC Course(s):
• Nurse Aide (CNA)
• Dental Assistant
• Pharmacy Technician
• Emergency Medical Technician
• Firefighting

Certifications administered through state board and licensure process.

High School Programs

Architecture & Construction

Arts, Audio/Visual Technology, & Communication

Health Science
High School Programs

Transportation & Logistics

Human Services

Hospitality & Tourism

Human Services: Preparing individuals for employment in career pathways encompassing the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events, and related services. Certifications administered through state board and licensure processes, Workplace Readiness Skills, and certification(s): • AYES & NOCTI • Cosmetology • Barbering • Workplace Readiness Skills for the Commonwealth

Hospitality & Tourism: Preparing individuals for employment in career pathways that relate to families and human needs. CATEC Course(s): • Auto Body Technology I & II • Automotive Servicing I & II • Cosmetology I & II • Barbering I & II • Workplace Readiness Skills for the Commonwealth

Transportation & Logistics: Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water and related support services dealing with infrastructure, logistics, and facilities. CATEC Course(s): • Auto Body Technology I & II • Automotive Servicing I & II • Cosmetology I & II • Barbering I & II • Workplace Readiness Skills for the Commonwealth
Which schools are represented by the CATEC student body?

Albemarle High School
Charlottesville High School
Elk Hill School
Monticello High School
Madison County High School
Henry Avenue Learning Center
GED/ISSEP Programs
Fluvanna High School
The Enterprise Center
Elk Hill School
Charlottesville High School
Albemarle High School

CATEC Community Partners

• Albemarle County Public Schools
• Charlottesville City Public Schools
• Piedmont Virginia Community College
• The University of Virginia
• Virginia Employment Commission
• Charlottesville Chamber of Commerce
• Thomas Jefferson Planning District Commission
• Associated General Contractors of Virginia
• Goodwill Industries of the Valley
• Thomas Jefferson EMS Council
• Charlottesville Fire Department

Administrative Staff

Debbie Gannon
Director
dgannon@k12albemarle.org

Bruce Bosselman
Adult Education Coordinator
bbosselman@k12abemarle.org

Adam Hastings
Director
ahasting@k12albemarle.org

Debbie Common
Administrative Intern
dcommon@k12albemarle.org

Music Resource Center
Charlottesville Free Clinic
Thomas Jefferson EMS Council
Charlottesville Fire Department

3500
Technical Education Center
Charlottesville Albemarle
JOINT BOARD
Charlottesville-Albemarle Technical Education Center

Topic: Enrollment Report Date: October 16, 2012
Enclosures: 2

INFORMATIONAL

Background Information:

Each year the Director shares with the Board enrollment information including student demographics and specific enrollment in CATEC program areas.

Recommendation:

By reviewing data provided, the Director requests Board members to provide input on areas that show improvement and those of concern.
<table>
<thead>
<tr>
<th>Gender</th>
<th>Total Enrollment</th>
<th>504 Qualified</th>
<th>Speech or Language Impairments</th>
<th>Specific Learning Disabilities</th>
<th>Orthopedic Impairments</th>
<th>Multiple Disabilities</th>
<th>Mental Retardation</th>
<th>Intellectual Disability</th>
<th>Emotional Disability</th>
<th>Autism</th>
<th>Visual or Hearing Impairments</th>
<th>Other Health Impairments</th>
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### Student Demographics

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### By Demographic Category

- **Gender**: Male (M), Female (F)
- **Ethnic Code/Race**: Asian, Black, Hispanic, Amer. Indian/Alaska Nat., White
- **504 Qualified**: Special Education Identification
- **Grade**: 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th
- **PG/IAEP**: Adaptable Academic Program, Independent Academic Program
### Student Enrollment by Base School and Program

Updated: 9/20/2012

#### Notes
1. EMT and Firefighting are complementary semester-length programs. Enrollment is non-duplicated in total.
2. Pharmacy Technician is a continuing program. Enrollment is at zero due to lack of instructional personnel.
3. Adult and Post-Graduate are non-credit-bearing programs. Enrollment is non-duplicated in total.

<table>
<thead>
<tr>
<th>Program</th>
<th>Total</th>
<th>Post Graduate</th>
<th>ISAEP</th>
<th>Murray HS</th>
<th>Monticello HS</th>
<th>Ivy Creek</th>
<th>Henry Avenue LC</th>
<th>Fluvanna County HS</th>
<th>Enterprise Center</th>
<th>Elk Hill</th>
<th>Charlottesville HS</th>
<th>Albemarle HS</th>
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| Total             | 448   | 4   | 119 | 74  | 5   | 5   | 3   | 4   | 2   | 76  | 4   | 9   | 6   | 0   |     |     |     |     |

| Total             | 419   | 1   | 119 | 74  | 5   | 5   | 3   | 4   | 2   | 76  | 4   | 9   | 6   | 0   |     |     |     |     |

| Total             | 348   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |