**PROPOSED AGENDA FOR A REGULAR MEETING**
**OF THE CATEC CENTER BOARD**
November 25, 2014 – **5:00 p.m.**

<table>
<thead>
<tr>
<th>Order of Business</th>
<th>Agenda Item</th>
<th>Subject</th>
<th>Action</th>
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<tbody>
<tr>
<td><strong>5:00 p.m.</strong></td>
<td>Roll Call</td>
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<tr>
<td></td>
<td>Agenda</td>
<td>14-67 Adoption of Agenda</td>
<td>A</td>
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<tr>
<td></td>
<td>Minutes</td>
<td>14-68 Approval of Minutes</td>
<td>A</td>
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| 5:05 p.m.         | Community Participation | 14-69 Public Comments | I      |
|                   | Director’s Comments     | 14-70 Director’s Comments|  I    |

| **5:10 p.m.**     | Financials | 14-71 Approval of Financial Status | A |
| **5:15 p.m.**     | Business   | 14-72 VDOT Funds Update          | I |
| **5:45 p.m.**     |            | 14-73 Solicitation for Property Evaluation | I |

| **6:00 p.m.**     |            | 14-74 Strategic Plan Implementation | I |

| **6:30 p.m.**     | Closed Session | 14-75 Personnel | A |
| **6:45 p.m.**     | Adjournment    |                  |     |

______________________________

Next meeting date: Tuesday, December 9, 2014 6:00 p.m.
Background Information:

The minutes for the Center Board and Joint Board meetings on October 21, 2014 are enclosed.

Recommendation:

These minutes are being submitted to the Center Board for review and approval.
MEETING MINUTES OF THE CATEC CENTER BOARD

October 21, 2014

At 5:02 p.m., Mrs. Willa Neale called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mr. Ned Michie, Mrs. Willa Neale, Dr. Kate Acuff, Mr. Steve Koleszar, Mrs. Leah Puryear (arrived at 5:05 p.m.), and Mrs. Pam Moynihan (arrived at 5:23 p.m.)

BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Mr. Bruce Bosselman, Interim Director; Mrs. Deborah Gannon, Administrative Intern; and Ms. Leslie Chisholm, Clerk.

OTHERS PRESENT: Dr. Pam Moran, Albemarle County Superintendent and Ms. Gertrude Ivory, Associate Superintendent for Curriculum and Instruction.

AGENDA ITEM 14-54      AGENDA

Mr. Koleszar offered a motion to approve the agenda and Mr. Michie seconded it. The motion passed with Mrs. Moynihan and Mrs. Puryear absent.

AGENDA ITEM 14-55      MINUTES

Mr. Koleszar offered a motion to approve the Center Board minutes for September 16, 2014. Mr. Michie seconded the motion and the motion passed with Mrs. Moynihan and Mrs. Puryear absent.

AGENDA ITEM: 14-56    PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 14-57    DIRECTOR’S COMMENTS

Mr. Bosselman commented on the following:

1. The disposition of the VDOT funds will be discussed at the Board of Supervisors’ meeting on November 5th. He does not know what recommendation will be presented. Mr. Koleszar stated that he discussed the funds with the Board of Supervisors.

2. Recently, Mr. Bosselman became aware of a technology grant that is available for reimbursement for technology; it is geared primarily toward SOLs. There are some restrictions. It is money that CATEC has collected in the past and has been available annually since 2010. The money has to be spent up-front and then CATEC is reimbursed by the Commonwealth/VDOE for acceptable technology that has been purchased. He went on to explain reimbursements being sought for past years and for what the money has been used. Mr. Bosselman may request the Board’s approval (at a later time) to borrow from the fund balance – if necessary – to purchase technology for previous years’ reimbursements. Once the reimbursement comes, he would repay the fund balance.
3. He reminded the Board that last year a group of students from France came to Charlottesville High School, but also spent time at CATEC. They are asking that CATEC send some students this year – perhaps over Spring Break. He believes it would be ten students and two instructors (Paul Johnson, George Cheape, and Debbie Gannon) who were involved in the exchange last year. There was discussion about how the trip would be paid for and whether or not the group could travel during Spring Break. Mr. Koleszar reiterated that CATEC follows Albemarle County policies and Dr. Moran stated that there is not an Albemarle County policy that prohibits Spring Break trips. She did state that out-of-country field trips need the Superintendent’s (or Designee) sign-off and Mr. Bosselman detailed the plans thus far.

4. Enrollment, as of this morning, is 256 – which is an area of concern. Ways to improve enrollment need to be found, but Mr. Bosselman did remind the Board that two programs were eliminated and none were added. Mrs. Gannon answered Mrs. Neale’s questions about why the enrollment has decreased since the beginning of the school year. Dr. Moran stated that a part of the Strategic Plan is looking at flexible schedules especially with the increased requirements for graduation. If CATEC cannot figure out flexible schedules, there will be enrollment losses. There was discussion about possible solutions in addition to what CATEC is already doing. Mrs. Gannon reiterated that the loss of programs had a real impact on enrollment.

AGENDA ITEM: 14-58 APPROVAL OF FINANCIAL STATUS

Mr. Koleszar offered a motion to approve the financial statements for September 2014. Mrs. Puryrear seconded the motion and it passed with Mrs. Moynihan absent.

AGENDA ITEM: 14-59 BUDGET PRESENTATION

Mr. Bosselman reviewed the details of the budget proposal for next year. He is asking for $215,700 less than last year, but that does not include any funding for the Strategic Plan. Should that be needed, there will not be as much savings. This savings is mainly a result of eliminating the two positions. Mr. Koleszar reminded everyone of the process – the budget is on the agenda again in December and it is, then, approved in January.

AGENDA ITEM: 14-60 ENROLLMENT

Mr. Bosselman covered the topic of enrollment during Director’s comments.

AGENDA ITEM: 14-61 STRATEGIC PLAN IMPLEMENTATION

Mr. Bosselman will review the Strategic Plan with both Boards during the Joint Board meeting.

AGENDA ITEM: 14-62 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. Dr. Acuff seconded the motion and the motion passed unanimously.
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. Mrs. Puryear seconded the motion and roll was called:

AYES: Mr. Koleszar, Mr. Michie, Mrs. Neale, Mrs. Puryear, Mrs. Moynihan, and Dr. Acuff
NAYS: 
ABSENT:
The motion carried by a 6:0:0 vote.

Mr. Koleszar offered a motion to appoint Debbie Gannon as Assistant Principal of CATEC. Mr. Michie seconded the motion and it passed unanimously.

ADJOURNMENT

At 5:44 p.m. Mrs. Neale adjourned the meeting of the CATEC Center Board.

__________________________________  ___________________________________
Chairperson  Clerk

_________________________________  ___________________________________
Date  Date
MINUTES OF THE JOINT MEETING OF THE
ALBEMARLE COUNTY SCHOOL BOARD
CHARLOTTESVILLE CITY SCHOOL BOARD
AND CENTER BOARD

October 21, 2014

At 6:45p.m., Mrs. Willa Neale called to order the CATEC Joint Board Meeting. Mr. Juan Wade called to order the Charlottesville City School Board and Mr. Steve Koleszar called to order the Albemarle County School Board.

CENTER BOARD MEMBERS PRESENT: Mr. Ned Michie, Mrs. Leah Puryear, Mrs. Willa Neale, Mrs. Pamela Moynihan, Mr. Steve Koleszar, and Dr. Kate Acuff.

CENTER BOARD MEMBERS ABSENT:

ALBEMARLE COUNTY SCHOOL BOARD MEMBERS PRESENT: Mrs. Pamela Moynihan, Mr. Steve Koleszar, Mr. Ned Gallaway, Dr. Kate Acuff, and Mr. Jason Buyaki.

ALBEMARLE COUNTY SCHOOL BOARD MEMBERS ABSENT: Mr. Eric Strucko and Mrs. Barbara Massie Mouly.

CHARLOTTESVILLE CITY SCHOOL BOARD MEMBERS PRESENT: Mrs. Leah Puryear, Mr. Juandiego Wade, Mrs. Willa Neale, Ms. Amy Laufer, Ms. Jennifer McKeever, Ms. Colette Blount, and Mr. Ned Michie.

CHARLOTTESVILLE CITY SCHOOL BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Mr. Bruce Bosselman, Interim Director; Mrs. Deborah Gannon, Assistant Principal; and Ms. Leslie Chisholm, Clerk.

OTHERS PRESENT: Dr. Pam Moran, Albemarle County Superintendent and Ms. Gertrude Ivory, Associate Superintendent for Curriculum and Instruction.

AGENDA ITEM 14-63 AGENDA

Ms. McKeever offered a motion to approve the agenda and Ms. Blount seconded it. Ms. McKeever, then, offered a motion to move the Director’s Comments to after the presentation and Ms. Blount seconded it. The motion passed with Mr. Eric Strucko and Mrs. Barbara Massie Mouly absent.

AGENDA ITEM 14-64 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM 14-65 DIRECTOR’S COMMENTS

AGENDA ITEM: 14-66 GUEST SPEAKER

Mrs. Neale introduced Mr. John Martin; his topic was ”The Future of Education.” He is the President and CEO of the Southeastern Institute of Research Inc. and shared his thoughts about the future and how students in our schools today will shape the future workforce and community
in which they live. In addition, he addressed how education must change as well in anticipation of needs. Dr. Moran asked for input from those present with information to assist in making critical decisions that will allow CATEC to move forward.

Mr. Bosselman, as part of Director’s Comments, reported on the Strategic Plan implementation. Afterwards, there was discussion about that including the proposed partnership with PVCC. Mrs. Neale concluded by stating that there is a consensus for Dean Tistadt, Chief Operating Officer for Albemarle County Public Schools, to get a group together to report to the Board with regard to the facilities.

MEETING ADJOURNED

Mrs. Neale adjourned the meeting at 8:50 p.m.

_______________________ _________________________
Chairperson    Clerk
_______________________ _________________________
Date  Date
Background Information:

The financial reports for October 2014 are enclosed for the Board’s review.

Recommendation:

The financial reports are being submitted for the Center Board’s review and approval.
**FD 1 GENERAL FUND**

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<th>Expenditures</th>
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## FD-DERev Revenue Summary Report

For Fiscal Year 2015 (Fiscal Year 2014-2015)

Executed By: ncitizer

### FD 1 General Fund

#### PD 080 Noncategorical

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#### PD 200 Apprenticeship

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#### PD 200 Apprenticeship

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#### PD 4 General Fund

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### Book Balance on 09/30/2014

**$1,498,407.03**

### Book Balance on 10/31/2014

**$1,503,018.52**
Background Information:

At the Board of Supervisors’ meeting on November 5, 2014, there was discussion concerning the disposition of VDOT funds and CATEC.

Recommendation:

The Interim Director requests that the Board members discuss the topic.
Background Information:

As part of its deliberations on the future of CATEC, consideration is being given to relocating to the PVCC campus. As part of that analysis, it may be necessary to know the value of the current property should its sale be necessary as part of the financing of a new facility at PVCC. To that end, staff has prepared an informal Request for Proposal (RFP) to seek an appraisal of the property. The RFP also requests a marketing analysis to determine if the current zoning is that which best supports community needs in that region of the county.

Staff is seeking direction from the CATEC board on issuing this RFP.

Recommendation:

The Interim Director requests that the Board members discuss the topic and provide direction on issuance of the RFP.
Background Information:

As part of the Strategic Planning process, the Board has requested that the Director present status updates for the Board at each meeting.

Recommendation:

The Interim Director recommends that the Board receive the update on strategic planning progress.
CATEC Strategic Next Steps

November 25, 2014
What You Will Receive: Recommendations

1) Institute Implementation
2) Institute New Programs
3) Workforce Development Advisory Teams
4) Existing Programs and Courses
5) Operational Decisions
6) Strategic Decisions
CATEC, in partnership with PVCC and major employers, will serve as part of the regional training ladder across a range of CTE institutes designed to result in employability within regional businesses and to give access to continued post-secondary training.
Institute Implementation Recommendations

- Health and Medical Sciences (15-16)
- Information Tech/Engineering Tech (15-16)
- Skilled Trades (16-17)
- Recreation, Leisure, Retail Management (16-17)
15-16 New Institute Program Recommendations

Health and Medical Institute
Dental, Nursing, Pharmacy, Medical Coding

IT and Engineering Tech Institute
System Security and System Networking
2015-18 Institute Workforce Development Teams

Advise 2015-16 and 2016-17

New Program Development for all Institutes

- Health and Medical Sciences (15-18)
- Information Tech/Engineering Tech (15-18)
- Skilled Trades (16-18)
- Recreation, Leisure, Retail Management (16-18)
CATEC Program Transition Plan

● All programs currently in the CATEC program of studies will be evaluated and placed as appropriate in a new Institute model Program of Studies for 2016-17 by November 2015

● All programs currently in the CATEC program of studies will be offered as recommended in the POS for 2015-16
2014-15 Operational Recommendations

1) hire a temporary strategic coordinator (by Dec 19)
2) approve 15-16 new Institute programs (by Dec 14)
3) work with current business/PVCC/CATEC stakeholder groups to establish workforce development advisory teams (by Feb 15)
2014-15 Operational Recommendations

4) Convene Advisory Teams  
   (by March 15)
5) Advertise and Hire permanent director  
   (by April 15)
6) Hire staff for new programs and ensure facilities and resource support  
   (by June 15)
2014-15 Board Strategic Recommendations

1) finalize Board strategic plan with objectives, priorities, action strategies and KPIs to transition CATEC to a regional workforce development hub model (by June 15)
2) establish stakeholder and Board process for renaming CATEC by no later than Feb 1, 2015
3) Issue RFP to evaluate current CATEC real estate value (by Dec 19)
2015-16 Board Strategic Recommendations

...with stakeholder input determine:
4. the new Institute model facility needed to fully implement a workforce development hub (by summer 2015)
5. Institute scheduling options available to students (assess interests and needs by October 2015)
6. operational decisions for the two school divisions and PVCC (by summer 2015)
7. use of available funds for ADA/OCR upgrades and transitional Institute needs while moving forward to full Institute implementation by 2018-19 (by January 2015)
“Career and Technical Education has a unique role to play in the future job market, giving students the edge in a competitive jobs market by providing them with the skills, experience and clear progression routes they need to succeed.” – The Edge Foundation 2014