**PROPOSED AGENDA FOR A REGULAR MEETING OF THE CATEC CENTER BOARD**

**August 16, 2016 – 6:00 p.m.**

<table>
<thead>
<tr>
<th>Time</th>
<th>Order of Business</th>
<th>Agenda Item</th>
<th>Subject</th>
<th>Action Informational</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 p.m.</td>
<td>Roll Call</td>
<td>Agenda 16-39</td>
<td>Adoption of Agenda</td>
<td>A</td>
</tr>
<tr>
<td>6:05 p.m.</td>
<td>Community Participation</td>
<td>16-40</td>
<td>Public Comments</td>
<td>I</td>
</tr>
<tr>
<td>6:10 p.m.</td>
<td>Minutes</td>
<td>16-41</td>
<td>Approval of Minutes</td>
<td>A</td>
</tr>
<tr>
<td>6:15 p.m.</td>
<td>Financial</td>
<td>16-42</td>
<td>Approval of Financial Status</td>
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<td>6:20 p.m.</td>
<td>Bank Signatures</td>
<td>16-43</td>
<td>Bank Signatures</td>
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<td>6:30 p.m.</td>
<td>Bank Transactions</td>
<td>16-44</td>
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<td>6:40 p.m.</td>
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<td>16-45</td>
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<tr>
<td>6:50 p.m.</td>
<td>Donation</td>
<td>16-46</td>
<td>Donation</td>
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<td>7:00 p.m.</td>
<td>Center Board</td>
<td>16-47</td>
<td>Student Enrollment</td>
<td>I</td>
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<tr>
<td>7:10 p.m.</td>
<td>Program Presentation – Firefighting</td>
<td>16-48</td>
<td>Program Presentation – Firefighting</td>
<td>I</td>
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<tr>
<td>7:30 p.m.</td>
<td>CATEC Foundation</td>
<td>16-49</td>
<td>CATEC Foundation</td>
<td>I</td>
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<tr>
<td>7:50 p.m.</td>
<td>Comments</td>
<td>16-50</td>
<td>Director/Strategic Planning Officer</td>
<td>I</td>
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<tr>
<td>8:15 p.m.</td>
<td>Closed Session</td>
<td>16-51</td>
<td>Personnel</td>
<td>A</td>
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<td>8:30 p.m.</td>
<td>Adjournment</td>
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**Next meeting date:** Tuesday, October 18, 2016

**TENTATIVE SCHEDULE:**

- Center Board – 5:00
- Dinner – 6:00
- Joint Board – 6:45
Background Information:

The minutes for the following meetings are enclosed:

- Center Board and Foundation Board - May 10, 2016
- Center Board - May 17, 2016
- Center Board Closed session – May 17, 2016
- Joint Board - May 17, 2016
- Center Board Closed Session - June 9, 2016

Recommendation:

These minutes are being submitted to the Center Board for review and approval.
MEETING MINUTES OF THE CATEC CENTER BOARD 
and 
THE CATEC FOUNDATION BOARD 
May 10, 2016

At 6:07 p.m., Mrs. Leah Puryear called to order the meeting of the CATEC Center Board and the CATEC Foundation Board.

CENTER BOARD MEMBERS PRESENT: Mr. Ned Michie, Mrs. Pam Moynihan, Mrs. Leah Puryear, Mr. David Oberg, Mr. Juandiego Wade, and Mr. Steve Koleszar.

CENTER BOARD MEMBERS ABSENT:

CATEC FOUNDATION BOARD MEMBERS PRESENT: Mrs. Paula Pagonakis, Mr. Hal Hurka, Mr. Guy Moffat, Mr. DJ Hill, Mr. Richard Park, and Mr. John Dezio.

CATEC FOUNDATION BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Ms. Catherine Lee, Strategic Planning and Workforce Development Officer; Mr. Craig Smith, Dean of Academic Affairs; and Ms. Leslie Chisholm, Clerk.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pam Moran, Albemarle County Superintendent; Mr. Craig Wood, Center Board legal counsel; and Mr. Chad Ratliff, Director of Instructional Innovation for Albemarle County Public Schools.

AGENDA ITEM: II. PUBLIC COMMENTS

There were no public comments.

Mrs. Puryear asked every Board member to introduce themselves.

AGENDA ITEM III. STRATEGIC RE-ENVISIONING OF FOUNDATION ROLE

Mrs. Puryear stated that this meeting was a discussion meeting in order for the Center Board and the Foundation Board to have a full and complete view of the mission and the vision. The goal is that both boards are “going in the same direction.” The purpose of CATEC is for the students – from the City and from the County – so that they have the foundation to learn. The new strategic plan is what is going to catapult CATEC into the 21st century.

Mrs. Puryear reviewed CATEC’s vision statement that is in the Strategic Plan. In addition, she read the following questions about who CATEC is as an organization and the role of the boards jointly:

- Who is driving the Foundation Board?
- How are the Foundation Board members appointed?
- What is the best vehicle for the Foundation Board to communicate with, and report to, the Center Board?
- Should the Foundation Board director roster reflect the community and stakeholder constituencies?
- What is the Center Board’s vision for the mission of the Foundation Board?

The goal is to have the different academies represented on the Foundation Board. Transparency is very important; the boards want to hear from each other. She asked “how are we going to be proactive?” The Foundation Board should be balanced with various skill sets and want to make sure the Center Board’s vision is in conjunction with the Foundation Board’s mission.

**AGENDA ITEM: IV.  BYLAWS REVIEW**

Mrs. Puryear called the group’s attention to the revised bylaws in the packet. Mr. Dezio and Mr. Wood have discussed the terminology. In addition, the most recently adopted Strategic Plan that the Center Board is following was included. Mr. Koleszar reviewed CATEC’s needs with regard to advisory councils and partnerships and how they change the role of the Foundation Board.

Mr. Dezio provided a historical perspective of the Foundation Board. He went on to say that the grant has changed the thrust of what the Foundation Board is doing to address the workforce more generally. He asked who would appoint the Foundation Board now – especially if the goal is for the Foundation Board to be broad-based.

Mr. Wood responded by reiterating that one of the Center Board’s concerns is what is the scope of the Foundation Board and what it is currently doing. That is driven by the original Foundation bylaws which state that the purpose of the Foundation Board is to promote vocational technical education in connection with the Center Board. There was discussion about the purpose of the Foundation and what violates the Foundation bylaws and articles of incorporation. There was also discussion about the intent for use of the grant. Mr. Wood clarified that the grant specifically provides for CATEC students, but then there is generalized language to support vocational education projects. He stated that the concern is how could the Foundation Board accept a gift that has a stated purpose that went beyond what the legal authority of the Foundation was at the time that it accepted the gift to use that money for. Permissible uses of the money were discussed.

Candidates for scholarship (that the gift was for) fall into three categories:

1. Current high school students pursuing a career in technical trades
2. Recent high school graduates entering the workforce and are in need of further training, certification, or education to pursue a career in technical trades
3. Adults already in a career or seeking to pursue a career in technical trades in need of certifications, recertification, apprenticeship, additional skills, or education in order to advance themselves in their career in the technical trades

Mr. Moffat stated that the Foundation Board came up with a mission statement since the money was received. He said that the donor did not intend that is be spent on only scholarships – it could be for tools or perhaps subsidize their pay. There are a “ton of opportunities with this money.” The Foundation Board could be the supporter of a lot of different groups and he suggested they become a separate entity. Mr. Moffat read the Foundation’s mission statement “The Foundation’s goal is to
provide area high school students and adults with career paths in technical and vocational fields, education, training, and experience in those fields based on local employer needs and potential employees for the local employers.”

There was discussion about what the Foundation has done in past, what has happened recently with regard to the Center Board, and what it wants to do going forward. Mr. Koleszar stated that the Center Board does not want to micromanage the Foundation Board, but they do want to make sure to put in place good bylaws and some reporting structure so that the Foundation Board can be as strong and as effective as possible. The question is to whom the gift was actually given. Dr. Moran reminded the group to keep the students in the center of their thinking. She went on to say that the fundamental piece is whether the Foundation, as a CATEC Foundation by its incorporation, is able to more broadly award funds - whether scholarships or tools - and that the Boards need to be in agreement that the Foundation can act on behalf of the CATEC Center Board to do that. If that is going to be done, then the bylaws need to be modified. The process of how decisions are made and work around the bylaws need to be done – even if the money didn’t exist. Mr. Wood stated that the Center Board and the Foundation Board have to be in alignment and the bylaws will do that. Mrs. Pagonakis reiterated CATEC’s goal of being a regional hub that attracts professionals if they need further training; CATEC should be recognized as the experts. She feels as though that is also the Foundation’s goal.

Mr. Deizio reviewed the proposed bylaws and there was discussion about the specific bylaws, the interpretation of those bylaws, the purpose of the Foundation Board, and the level of the Center Board’s involvement. Mr. Wood confirmed that the Foundation Board is a separate, legally independent, corporation, but it is tied by its very articles of incorporation to CATEC.

Mrs. Pagonakis stated that a matrix has been developed for recruiting/selecting new members; Dr. Moran had asked about having a broad based representation of different areas – governance, other industries, finance. Mr. Koleszar stated that the Center Board and the two school divisions can help recruit board members; there is a robust way in place to reach out to the community, including the Chamber of Commerce and PVCC. There was a discussion about the difference(s) between the role of the program advisory councils and the Foundation Board. Dr. Atkins tasked the Boards with not losing sight of what the CATEC vision is and the reason that the Center Board would want a Foundation Board to exist. She reiterated that the mission of the CATEC Center Board is to act in the best interests of the students who CATEC serves.

Mrs. Puryear stated that the next step is to look at the bylaws to see if the revised bylaws that Mr. Wood and Mr. Deizio have worked on are bylaws that the Boards can move forward with. She also suggested that the respective boards talk about their vision for future Foundation members. Hopefully, common ground can be found to recruit the necessary people to do the work that needs to be done. Mr. Koleszar and Mr. Deizio clarified that the bylaws in the Board book are revisions of the original bylaws submitted to Mr. Wood to revise further – not the original bylaws. Mr. Deizio stated that he will talk with Mr. Wood now that they know what the Boards are thinking. Dr. Moran confirmed that Mr. Wood and Mr. Deizio will continue to work on the bylaws. Mrs. Puryear said the Boards will convene again to see that work and discuss adding the additional 12 members. They are under the minimum of nine board members right now. Mrs. Pagonakis thanked the Center Board for their time and effort.
ADJOURNMENT

At 7:52 p.m. Mr. Koleszar adjourned the meeting of the CATEC Center Board and the CATEC Foundation Board.

__________________________________________  ______________________________
Chairperson                                                                 Clerk

__________________________________________  ______________________________
Date                                                                 Date
MEETING MINUTES OF THE CATEC CENTER BOARD

May 17, 2016

At 5:08 p.m., Mrs. Leah Puryear called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mr. Steve Koleszar, Mr. Ned Michie, Mrs. Pam Moynihan, and Mrs. Leah Puryear

BOARD MEMBERS ABSENT: Mr. Juandiego Wade and Mr. David Oberg

STAFF MEMBERS PRESENT: Ms. Catherine Lee, Strategic Planning and Workforce Development Officer; Mr. Craig Smith, Dean of Academic Affairs; Mrs. Deborah Gannon, Assistant Principal; Ms. Leslie Chisholm, Clerk; and Mr. Bruce Bosselman, Adult Education Coordinator

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent and Dr. Matt Haas, Albemarle County Deputy Superintendent

AGENDA ITEM: 16-24 AGENDA

Mr. Koleszar offered a motion to approve the agenda. Mr. Michie seconded it. The motion passed with Mr. Oberg and Mr. Wade absent.

AGENDA ITEM: 16-25 MINUTES

Mr. Koleszar offered a motion to approve the Center Board minutes for March 15, 2016. Mr. Michie seconded the motion. The motion passed with Mr. Oberg and Mr. Wade absent.

AGENDA ITEM: 16-26 APPROVAL OF FINANCIAL STATUS

Mr. Koleszar offered a motion to receive the financial statement. Mrs. Moynihan seconded the motion and it passed with Mr. Oberg and Mr. Wade absent. Mr. Michie appreciated the new printout with the projections on it; there was discussion about the layout of the statement.

AGENDA ITEM: 16-27 STIPENDS

Mr. Smith reminded the Board that it approves the stipend categories and he called the Board’s attention to the list of proposed classification of stipends in the Board book. Some have existed in the past and some are new; they are in alignment with Albemarle County policy. There was discussion about the range of amounts and the budget implications. The amounts designated for specific instructors will be approved in Closed Session. Mr. Koleszar offered a motion to approve the list of stipends. Mr. Michie seconded the motion. The motion passed with Mr. Oberg and Mr. Wade absent.

Mr. Smith presented the Virginia Department of Education Local Plan for CTE Perkins Funds as a last-minute item. This allows CATEC to receive Perkins funding which is funneled through the City and the County. Consequently, they receive it directly and CATEC invoices them for the amount that CATEC receives and that calculation is based on the number of students who are enrolled in
CTE classes in both the City and the County and what percentage of those students attend CATEC. The Plan outlines CATEC’s interaction with students including the support that is provided for them and how those students are recruited. Mr. Michie offered a motion to approve it. Mr. Koleszar seconded the motion and it passed with Mr. Oberg and Mr. Wade absent.

**AGENDA ITEM: 16-28 ENROLLMENT**

Mr. Smith gave the Board updated enrollment numbers and reviewed the recruiting and outreach activities. He clarified that the numbers presented are course requests and not students who are enrolled; the master schedule will not happen until over the summer. There was discussion about some of the specific classes, past enrollment numbers, and internships that lead to apprenticeships.

**AGENDA ITEM: 16-29 OTHER BUSINESS BY BOARD AND SUPERINTENDENTS**

Mr. Koleszar followed up on last week’s meeting with the CATEC Foundation Board. He suggested that they appoint one Center Board member to the Foundation Board. He will bring it back up during the Closed Session.

Mrs. Puryear congratulated Mr. George Cheape for his Golden Apple Award which included a $1000 grant.

**ADJOURNMENT**

At 5:36 p.m. Mrs. Puryear adjourned the meeting of the CATEC Center Board.
MEETING MINUTES OF THE CATEC CENTER BOARD
CLOSED SESSION

May 17, 2016

The CATEC Center Board was still in session following the Joint Board meeting.

BOARD MEMBERS PRESENT: Mr. Ned Michie, Mrs. Pam Moynihan, Mrs. Leah Puryear, Mr. Juandiego Wade, and Mr. Steve Koleszar.

BOARD MEMBERS ABSENT: Mr. David Oberg.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent and Dr. Matt Haas, Albemarle County Deputy Superintendent.

AGENDA ITEM: 16-35  ADOPTION OF AGENDA

AGENDA ITEM: 16-36  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. Mrs. Moynihan seconded the motion and the motion passed with Mr. Oberg 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. Wade, Mr. Michie, and Mrs. Puryear.
NAYS:
ABSENT: Mr. Oberg.
The motion carried by a 5:0:1 vote.

Mr. Koleszar offered a motion to accept the resignation of Employee A. Mr. Michie seconded the motion and it passed with Mr. Oberg absent.

Mr. Koleszar offered a motion to hire Employee B. Mr. Michie seconded the motion and it passed with Mr. Oberg absent.

Mr. Koleszar offered a motion to approve teacher contracts for the 2016-17 school year. Mr. Michie seconded the motion and it passed with Mr. Oberg absent.
ADJOURNMENT

At 8:06p.m. Mr. Michie offered a motion to adjourn the meeting of the CATEC Center Board. Mrs. Moynihan seconded the motion and it passed with Mr. Oberg absent.

Chairperson

Clerk

Date

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

May 17, 2016

At 6:48 p.m., Mrs. Leah Puryear called to order the CATEC Center Board. Dr. Kate Acuff called the Albemarle County School Board to order. Ms. Amy Laufer called the Charlottesville City School Board to order.

CENTER BOARD MEMBERS PRESENT: Mr. Ned Michie, Mrs. Leah Puryear, Mrs. Pamela Moynihan, Mr. Steve Koleszar, and Mr. Juandiego Wade.

CENTER BOARD MEMBERS ABSENT: Mr. David Oberg.

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

ALBEMARLE COUNTY SCHOOL BOARD MEMBERS ABSENT: Mr. David Oberg and Mr. Graham Paige.

CHARLOTTESVILLE CITY SCHOOL BOARD MEMBERS PRESENT: Ms. Amy Laufer, Mrs. Leah Puryear, Mr. Juandiego Wade, Dr. Adam Hastings, Mrs. Sherry Kraft, and Mr. Ned Michie.

CHARLOTTESVILLE CITY SCHOOL BOARD MEMBERS ABSENT: Ms. Jennifer McKeever.

STAFF MEMBERS PRESENT: Ms. Catherine Lee, Strategic Planning and Workforce Development Officer; Mr. Craig Smith, Dean of Academic Affairs; Mrs. Deborah Gannon, Assistant Principal; Ms. Leslie Chisholm, Clerk; and Mr. Bruce Bosselman, Adult Education Coordinator.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent and Dr. Matt Haas, Albemarle County Deputy Superintendent.

AGENDA ITEM 16-30  AGENDA

Mr. Koleszar offered a motion to approve the agenda and Mr. Michie seconded it. The motion passed with Mr. David Oberg, Mr. Graham Paige, and Ms. Jennifer McKeever absent.

AGENDA ITEM 16-31  PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 16-32  INFORMATION & ENGINEERING TECHNOLOGY ACADEMY

Ms. Lee stated that the development of this academy is in alignment with the Strategic Plan. She
called the Boards’ attention to the Plan documents including the key performance indicators and goals. She went into detail about the Information and Engineering Technology Academy and the partnership with CISCO Networking and reviewed the information in the Board book. In addition, she went over the timeline, enrollment, staff qualifications, earning potential, and objectives proposed and achieved. Ms. Laufer requested that, in the future, the numbers be broken down into gender, race, special needs, etc.

**AGENDA ITEM 16-33  COMMENTS**

**Dean’s Comments**

Mr. Smith stated that:
1. CATEC’s Completers’ Ceremony is tomorrow at Charlottesville High School.
2. There were 80 students this year who received dual-enrollment credit which totals 569 college credits earned.
3. 319 industry certifications have been earned this year.
4. 17 students will be recognized as being in the Technical Honor Society.
5. Mr. George Cheape won the Golden Apple Award including a $1000 grant.

**Adult Ed Coordinator’s Comments**

Mr. Bosselman stated that the Adult Ed classes are finished for the year and they are currently working on the fall schedule. 306 students were enrolled in 464 classes. Approximately $340,000 in revenue was earned in this year and he hopes to add an Auto Technician course, a State Inspection course, and a CISCO Networking course. He also reviewed the changes in the state Department of Professional Regulations requirements for Cosmetology and how it will impact CATEC’s adult class.

**Strategic Planning Officer’s Comments**

Ms. Lee gave examples of student engagement and success.

**AGENDA ITEM 16-34  OTHER BUSINESS**

There was no other business.

**MEETING ADJOURNED**

At 7:33 p.m., Dr. Acuff adjourned the Albemarle County School Board. Ms. Laufer adjourned the Charlottesville City School Board.

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Chairperson

Clerk

Date

Date
MEETING MINUTES OF THE CATEC CENTER BOARD
CLOSED SESSION

June 9, 2016

BOARD MEMBERS PRESENT: Mrs. Pam Moynihan, Mrs. Leah Puryear, Mr. Juandiego Wade, Mr. Steve Koleszar, and Mr. David Oberg.

BOARD MEMBERS ABSENT: Mr. Ned Michie.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pam Moran, Albemarle County Superintendent; Dr. Matt Haas, Albemarle County Deputy Superintendent; and Ms. Carole Nelson, Director Of Human Resources – Charlottesville City Schools.

AGENDA ITEM: 16-37 ADOPTION OF AGENDA

AGENDA ITEM: 16-38 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. Wade seconded the motion and the motion passed with Mr. Michie 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. Wade seconded the motion and roll was called:

AYES: Mr. Wade, Mr. Koleszar, Mr. Oberg, Mrs. Moynihan, and Mrs. Puryear.
NAYS:
ABSENT: Mr. Michie.
The motion carried by a 5:0:1 vote.

Mr. Koleszar offered a motion to accept the resignations of Employee 1 and Employee 2. Mr. Oberg seconded the motion and it passed with Mr. Michie absent.

Mr. Koleszar offered a motion to hire Employee 3, 4, and 5. Mr. Oberg seconded the motion and it passed with Mr. Michie absent.
ADJOURNMENT

At 4:37p.m., Mr. Koleszar adjourned the meeting of the CATEC Center Board.

__________________________________    ____________________________________
Chairperson                            Clerk

_________________________________    ____________________________________
Date                                   Date
Background Information:

The financial reports for May and June 2016 are enclosed for the Board’s review.

Recommendation:

The financial reports are being submitted for the Center Board’s review and approval.
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<th>Code</th>
<th>Description</th>
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### FD 1 GENERAL FUND

#### FJT 000 NON-CATEGORICAL

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#### FJT 101 ADULT ED

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<th>Expenditures</th>
<th>Year-to-Date</th>
<th>Available Balance</th>
<th>Percent Used</th>
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<tr>
<td>6110</td>
<td>Classroom Instruction</td>
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#### FJT 200 APPRENTICESHIP

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<th>Year-to-Date</th>
<th>Available Balance</th>
<th>Percent Used</th>
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**GRAND TOTAL**

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<th>Expenditures</th>
<th>Year-to-Date</th>
<th>Available Balance</th>
<th>Percent Used</th>
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</thead>
<tbody>
<tr>
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<td>$2,926,031.00</td>
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**BOOK BALANCE AT 4.30.16**

$900,255.03

**BOOK BALANCE AT 5.31.16**

$1,018,407.22
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**BOOK BALANCE AT 5.31.16**

$1,018,407.22

**BOOK BALANCE AT 6.30.16**

$751,059.13
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<th>APPROPRIATIONS</th>
<th>ACTUAL EXPENDITURES</th>
<th>UNSPENT BALANCE FY15/16</th>
<th>ACTUAL PERCENT USED (JUNE 30, 2016)</th>
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<tr>
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<tr>
<td>BOARD &amp; RETIREES TOTAL</td>
<td>46,350.00</td>
<td>44,174.84</td>
<td>2,175.16</td>
<td>95.31%</td>
</tr>
<tr>
<td>MAINTENANCE MANAGEMENT TOTAL</td>
<td>55,551.00</td>
<td>50,383.48</td>
<td>5,167.52</td>
<td>90.70%</td>
</tr>
<tr>
<td>HIGH SCHOOL TOTAL</td>
<td>2,616,981.00</td>
<td>2,482,972.04</td>
<td>133,930.96</td>
<td>94.88%</td>
</tr>
<tr>
<td>ADULT ED TOTAL</td>
<td>152,379.00</td>
<td>152,895.40</td>
<td>(516.40)</td>
<td>100.34%</td>
</tr>
<tr>
<td>APPRENTICESHIP TOTAL</td>
<td>157,551.00</td>
<td>151,178.13</td>
<td>6,372.87</td>
<td>95.96%</td>
</tr>
<tr>
<td>ADULT PROGRAMS TOTAL</td>
<td>309,930.00</td>
<td>304,073.53</td>
<td>5,856.47</td>
<td>98.11%</td>
</tr>
<tr>
<td>CATEC TOTAL</td>
<td>2,926,831.00</td>
<td>2,787,043.57</td>
<td>139,787.43</td>
<td>95.22%</td>
</tr>
</tbody>
</table>
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/Strategic Planning Officer – position held by Daphne Keiser
- Apprenticeship and Adult Programs Coordinator – position held by Bruce Bosselman
- Finance and Budget Specialist – position held by Marlaine Hall

Leah Puryear, Center Board Chair

Steve Koleszar, Center Board Vice Chair

Jason Vandever, Fiscal Officer of the Center Board
Background Information:

CATEC’s instructional funds are maintained in a Wells Fargo Bank account that has online and electronic payment and transfers available.

Recommendation:

It is recommended that CATEC be authorized to utilize online bill payment for normal monthly business expenses. Additionally, it is recommended that CATEC be authorized to utilize electronic transfer for the monthly reimbursement payment to Albemarle County for CATEC payroll.
Background Information:

Funds were encumbered for several projects at the end of the last fiscal year that were not brought to the Center Board’s attention at the May 17, 2016 meeting. Those items include:

- New CATEC website
- Security cameras
- Various IT purchases
- Partition wall

Recommendation:

The Director/Strategic Planning Officer recommends that the Center Board approve the allocation of $142,325 from the Fund Balance to be used in FY 2016-17 for these projects.
<table>
<thead>
<tr>
<th>Item</th>
<th>Vendor</th>
<th>Status</th>
<th>Projected FY16/17 Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Tech</td>
<td>Auto Tech Instructor conference</td>
<td>attended in July</td>
<td>470</td>
</tr>
<tr>
<td>Electrical for lift</td>
<td>Lake Nelson Home Improvements</td>
<td>completed in July</td>
<td>750</td>
</tr>
<tr>
<td>Fire Turnout Gear</td>
<td>Fire Safety USA</td>
<td>partial order delivered in July balance to be delivered in August</td>
<td>4,350</td>
</tr>
<tr>
<td>IT Furniture</td>
<td>Creative</td>
<td>order to be delivered in early August</td>
<td>41,083</td>
</tr>
<tr>
<td>IT Lab Graphics</td>
<td>Gropen</td>
<td>in process</td>
<td>4,765</td>
</tr>
<tr>
<td>IT Lab Purchases</td>
<td>not ordered - various</td>
<td>to be purchased in August</td>
<td>46,200</td>
</tr>
<tr>
<td>IT Training (Cisco)</td>
<td>training for new IT instructor</td>
<td>attended in July</td>
<td>125</td>
</tr>
<tr>
<td>Nursing</td>
<td>summer conference</td>
<td>attended in July</td>
<td>1,191</td>
</tr>
<tr>
<td>Nursing Mannequins</td>
<td>NASCO</td>
<td>received in July</td>
<td>886</td>
</tr>
<tr>
<td>Partition Wall</td>
<td>Barranger &amp; Company, Inc.</td>
<td>partially complete in July - to be completed in August</td>
<td>16,850</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>no information</td>
<td>unknown</td>
<td>350</td>
</tr>
<tr>
<td>Security Cameras</td>
<td>Arcane Technologies, Inc.</td>
<td>work will be done in August</td>
<td>11,305</td>
</tr>
<tr>
<td>Website</td>
<td>Scient</td>
<td>in process</td>
<td>14,000</td>
</tr>
<tr>
<td><strong>PROJECTED EXPENSE TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>142,325</strong></td>
</tr>
</tbody>
</table>
CATEC Web Site

June 2016
1 Confidentiality Statement

This document contains confidential and proprietary information of Scitent. Its receipt or possession does not convey any ownership rights therein, or any rights to reproduce or disclose its contents or to manufacture, use, or sell it or anything it may describe. Except as necessary for purposes in furtherance of this Project Agreement, reproduction, disclosure, or use without specific written authorization of Scitent is strictly forbidden.

Recipient will take any and all reasonable measures to prevent unauthorized use, dissemination or publication of this document and any document attached hereto, whether the disclosed information described herein and attached hereto is in electronic format on a networked computer system or in any other form.

All trademarks used on or in connection with the goods or services owned by a party are the property of that party.
2 Executive Summary

2.1 Opportunity Statement
This Marketing Services Project Agreement is made by and between SCITENT, INC. ("Scitent"), a Virginia stock corporation, having a place of business at 400 Preston Ave., Suite 300, Charlottesville, VA 22903 ("Scitent") and Charlottesville Albemarle Technical Education Center (CATEC) having a place of business at 1000 East Rio Road, Charlottesville VA 22901.

Scitent will develop a new web site for CATEC to launch in August 2016.

2.2 Project Goal:

- Launch new website by early August ahead of an event in mid August
- Web site should match the main K-12 Albemarle site look and feel to some extent, but we want to develop CATEC’s own style within that framework
- Allow visitors to visit the 11 programs at CATEC and find a course catalog within each program for both students and adults
- Create a new “employer-intern” section to attract employers and allow for easy employer enrollment
- Create a user experience that:
  - Drives enrollment in the employer-intern program
  - Drives visits off the home page to the program pages
  - Drives mailing list and/or tour sign ups
  - Automates the adult class enrollment

3 Project Description

3.1 Overview
This project includes web design and development for CATEC.

3.1.1 Within Scope
The following items are considered within the scope of Scitent’s work:

- Set up WordPress site with security (SSL), eCommerce for adult course purchases

- Design Home Page, a designed look and feel for the Program Pages (one master to be used for all 11), and the Employer-Intern area— all with a defined User Experience
  - Two comps provided
Two rounds of changes to comps. Additional rounds at $100/hour rate.

- 11 Program Pages with same layout (visuals should reflect the program and be from the student perspective)
  - Visual that identifies/speaks to track
  - Background on program
  - Course catalog for students and adults
  - About the director/teacher

- About CATEC/CATEC News and Events

- Employer - Intern
  - Explain program and entice employers to sign up or get a tour
  - Employer can fill out form to get approved and be automatically listed

- Job Posting – access on backend

- Sign up for mailing lists/tours

- eCommerce to purchase course for adults (Not tying to enrollment or an external database)
  - We assume that we set a limited course enrollment and that notifications go to a contact on your end.

- Purchase of up to 15 stock photos, if needed

- QA and UAT

- Project management

- Light copywriting and editing (we assume main content comes from CATEC, although Scitent can provide outline of what content we need)

3.1.2 Out of Scope
The following items are considered out of the scope of work for this Agreement:

- Training CATEC on how to perform simple content area updates. $100/hour if needed.

- Reworking or touching up photos provided by CATEC. Need high res 300 dpi photos no smaller than 5x7. No GIFs. $100/hour if needed.

- Customer support (pricing upon request)
• Updates or changes post launch. Updates/changes ($100/hour)
• An Adult program section (pricing upon request)
• Copywriting ($100/hour)
• Photo shoot

3.2 Assumptions
The assumptions for this Project Agreement include:
• Both parties recognize the need for streamlined effort and efficient turnaround; both shall strive to contain costs and maintain the project timelines.
• All parties will make every effort during their reviews to bring up issues or concerns as soon as discovered, so as to keep the implementation of feedback as open and streamlined as possible.
• Scitent is not responsible or liable for the content accuracy of any content on the Web Site.

3.3 Acceptance Criteria
Acceptance criteria are:
• CATEC will review and approve the new Web Site developed.
• Note that a dedicated Scitent Project Manager will manage all communications and validation. Scitent requests a single point of contact at CATEC who will serve as the stakeholder and product owner.

3.4 Provision of CATEC Web Site Content
CATEC will provide all of the content and images (need high res 390 dpi photos and no smaller than 5x7) for the new Web Site. CATEC Content, when provided, will be provided to Scitent in the format or medium reasonably requested by Scitent, and any images provided the images will be of sufficiently high quality and resolution to allow for inclusion on the Web Site. Formatted, printable documents generated by CATEC for inclusion on the Web Site will be delivered to Scitent using the Adobe Acrobat (.pdf) or other mutually agreed upon format. CATEC Content may be provided to Scitent in MS Word, .tif, .gif, .eps, .pdf, .mov, mp3, or other standard media file formats. Standards and/or specifications (e.g., format, size, color scheme) for all imagery and graphical elements will be developed and implemented prior to delivery of content to Scitent. Scitent will aid in the development of the necessary standards. CATEC will make best efforts to ensure the integrity and accuracy of any CATEC Content and that such CATEC Content meets any necessary professional requirements and standards.
3.5 Limitation of Liability

3.5.1 The Parties agree that neither shall be liable for losses or damage (including consequential damages), detention, delay or failure to perform in whole or in part resulting from causes beyond the respective Party's control including but not limited to acts of God, fires, strikes, insurrections, riots, embargoes, transportation delays, inability to obtain supplies, or requirements or regulations of the United States government or any other civil or military authority. Delays or non-performance excused by this provision shall not excuse payment of any amount due hereunder owed at the time of the occurrence.

3.5.2 Scitent will exercise utmost care with materials (e.g., text files, artwork, or other CATEC-furnished materials) entrusted to Scitent's custody and control.

3.6 Confidentiality and Trade Secrets

3.6.1 Confidential Information (as defined below) received by one party shall be held by the other party in secrecy and confidence, and shall not be disclosed by the receiving party to any person or other entity without the express written consent of the disclosing party. The receiving party shall not remove, distribute, publish, copy, download, or otherwise extract in any manner from the disclosing party any Confidential Information. Upon termination of the Agreement, the receiving party shall return to the disclosing party any and all Confidential Information received from the disclosing party.

3.6.2 "Confidential Information" means any and all information and materials that are propriety to a party (or its members or related organizations) or to any third-party licensor, the same having been acquired through the expenditure of time, effort and money, whether or not reduced to a tangible medium, including but not limited to the following: business and marketing plans, sales records, pricing materials, market studies, financial and technical information, customer names, business relationships, data structures, code, software, programming, server configurations, concepts, product plans, project themes, designs, drawings, techniques, models, data, technical manuals, research and development materials, processes, procedures and know-how. Confidential Information shall not include any information publicly or generally known.

3.6.3 The provisions of this Agreement regarding Confidential Information and trade secrets shall survive termination of this Agreement.
3.7 Ownership of Intellectual Property

3.7.1 CATEC Ownership. CATEC shall own all intellectual property and proprietary rights in and to the content provided by CATEC under this Agreement.

3.7.2 Scitent Ownership. Scitent shall own all intellectual property and proprietary rights in and to the business models, document templates, and reports, and any methodologies, sequences, and/or database designs developed by Scitent. Such ownership also includes, without limitation, source code, object code, interfaces, design templates, software or other technology conceived, developed or provided by Scitent, or embodied in or used in connection with the design, development, functionality, platform, operation, management, administration, technology, tools, and use or management of the Web Site. All software development performed under this Agreement will be intellectual property solely and wholly owned by Scitent.

3.8 Team Roles & Responsibilities
See below the resources Scitent will assign to this Project:

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>The Project Manager assigned to this project will be responsible for coordinating all project activities. S/he will direct the project team, manage budget and schedule, and communicate status with stakeholders.</td>
</tr>
<tr>
<td>Design Team</td>
<td>The Design Team will provide the design and branding for the Web Site.</td>
</tr>
<tr>
<td>QA Team</td>
<td>The QA team will ensure usability and accuracy of the Web Site.</td>
</tr>
<tr>
<td>Engineering Team</td>
<td>The Engineering team will develop the Web Site and host/maintain the site.</td>
</tr>
</tbody>
</table>
3.9 Milestone Schedule
We estimate it will take approximately 6 weeks to build and launch the new Web Site once CATEC provides all content to Scitent. Proposed general milestones for this project (a more detailed timeline will follow upon initiation of the project) include:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of project</td>
<td>6/10</td>
</tr>
<tr>
<td><strong>Milestone #1: Design comps of Home Page, Program and Employee/Mentor Pages</strong></td>
<td>7/1</td>
</tr>
<tr>
<td><strong>Milestone #2: Build out Home Page and Program Pages</strong></td>
<td>7/15</td>
</tr>
<tr>
<td><strong>Milestone #3: Build out mentor-employee section</strong></td>
<td>7/15</td>
</tr>
<tr>
<td><strong>Milestone #4: Complete remaining Web Site pages</strong></td>
<td>7/22</td>
</tr>
<tr>
<td><strong>Milestone #5: QA and User Testing; eCommerce set up</strong></td>
<td>7/25 – 7/29</td>
</tr>
<tr>
<td><strong>Milestone #6: Web Site final review and sign-off by CATEC</strong></td>
<td>8/1-8/3</td>
</tr>
<tr>
<td><strong>Milestone #7: Launch new Web Site</strong></td>
<td>8/4</td>
</tr>
</tbody>
</table>

3.10 Scitent Responsibilities
Scitent will provide Web Site design, up to 15 stock photos, and build out services for this project.

3.11 CATEC Responsibilities
CATEC will provide content and images for the new Web Site; iterative reviews and feedback; and final approval.

3.12 Deliverables
New CATEC Web Site with areas defined in 3.1.1 by agreed upon launch date.

3.13 Project Cost
The total cost for the deliverables outlined in Paragraph 3.1.1, Within Scope, is $20,000. Any additional deliverables will be addressed in a separate agreement.
The pricing included for this proposal is valid if this agreement is executed on or before June 10, 2016.

3.14 Agreement
This Project Agreement sets forth the entire agreement between the parties concerning the subject matter herein. Any understandings, agreements, representations, or warranties not contained in this proposal, or a written amendment hereto shall not be binding on either party. There are no inducements that are not contained in this agreement. Except as provided herein, no alteration of any of the terms, conditions, services, price, quality, or specifications of this proposal will be effective without the written consent of both parties.

3.15 Business Terms & Conditions
3.15.1 Payment Terms

- Fees: Scitent shall be paid $20,000 for this effort
- 30% payable upon initiation of the project
- Balance due 30 days after launch of the new Web Site.

3.15.2 Communications
For purposes of this project, written e-mail and documents delivered via print or e-mail will be considered official, binding communications. All changes to scope, budget, or resources must be mutually agreed upon and communicated in writing. Verbal communications will not be considered binding direction from either Scitent or CATEC.

3.15.3 Changes and Modifications
Any changes to this Project Agreement, in services to be performed, or in the deliverables, must be agreed upon by both parties, in writing and signed by both parties.

3.16 Term
This Agreement shall remain in effect until August 31, 2016, unless otherwise mutually agreed upon in writing by the parties.

3.17 Termination for Default
This Agreement may be terminated by either party for material breach. The terminating Party must notify the other Party in writing of a material breach and provide the breaching party a thirty (30) day period to cure such breach. If at the end of 30 days the breach has not been cured, the Party giving notice of the breach may terminate the Agreement for default.

The parties acknowledge and accept the terms and conditions of this Project Agreement. In witness thereof, the parties have signed this proposal.
<table>
<thead>
<tr>
<th>Authorization</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scitent</strong></td>
<td><strong>CATEC</strong></td>
</tr>
<tr>
<td><strong>Signature:</strong></td>
<td><strong>Signature:</strong></td>
</tr>
<tr>
<td>[Signature Image]</td>
<td>[Signature Image]</td>
</tr>
<tr>
<td><strong>Print Name:</strong></td>
<td><strong>Print Name:</strong></td>
</tr>
<tr>
<td>Linda R. Coogle</td>
<td>Catherin Lee</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td><strong>Date:</strong></td>
</tr>
<tr>
<td>June 8, 2016</td>
<td>05/24/2016</td>
</tr>
</tbody>
</table>
NON-DISCLOSURE AGREEMENT

This Agreement dated is made by and between Scient Inc. ("Company"), a for profit corporation having its principal place of business 400 Preston Avenue, Suite 300, Charlottesville, VA 22903 and Charlottesville Albemarle Technical Education Center (CATEC) having a place of business at 1000 East Rio Road, Charlottesville, VA 22901 ("Recipient").

1. Definition of Confidentiality. As used in this Agreement, "Confidential Information" refers to any information which has commercial value and is either (i) technical information, including patent, copyright, trade secret, and other proprietary information, techniques, sketches, drawings, models, inventions, know-how, processes, apparatus, equipment, algorithms, software programs, software source documents, and formulae related to the current, future and proposed products and services of Company, or (ii) non-technical information relating to Company's products, including without limitation pricing, margins, merchandising plans and strategies, finances, financial and accounting data and information, suppliers, customers, customer lists, purchasing data, sales and marketing plans, future business plans and any other information which is proprietary and confidential to Company.

2. Nondisclosure and Nonuse Obligations. Recipient will maintain in confidence and will not disclose, disseminate or use any Confidential Information belonging to Company, whether or not in written form. Recipient agrees that Recipient shall treat all Confidential Information of Company with at least the same degree of care as Recipient accords its own confidential information. Recipient further represents that Recipient exercises at least reasonable care to protect its own confidential information. If Recipient is not an individual, Recipient agrees that Recipient shall disclose Confidential Information only to those of its employees who need to know such information, and certifies that such employees have previously signed a copy of this Agreement.

3. Survival. This Agreement shall govern all communications between the parties. Recipient understands that its obligations under Paragraph 2 ("Nondisclosure and Nonuse Obligations") shall survive the termination of any other relationship between the parties. Upon termination of any relationship between the parties, Recipient will promptly deliver to Company, without retaining any copies, all documents and other materials furnished to Recipient by Company.

4. Governing Law. This Agreement shall be governed in all respects by the laws of the United States of America and by the laws of the State of Virginia, as such laws are applied to agreements entered into and to be performed entirely within Virginia between Virginia residents.

5. Injunctive Relief. A breach of any of the promises or agreements contained herein will result in irreparable and continuing damage to Company for which there will be no adequate remedy at law, and Company shall be entitled to injunctive relief and/or a decree for specific performance, and such other relief as may be proper (including monetary damages if appropriate).

6. Entire Agreement. This Agreement constitutes the entire agreement with respect to the Confidential Information disclosed herein and supersedes all prior or contemporaneous oral or written agreements concerning such Confidential Information. This Agreement may only be changed by mutual agreement of authorized representatives of the parties in writing.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written below.

COMPANY: Scient, Inc.

By: __________________________
Name: Linda Google
Title: COO
Date: ________________________

RECIPIENT: ________________________________

By: __________________________
Name: ________________________________
Title: ________________________________
Date: __________________________
This document outlines how Vibethink will work with CATEC to design and develop a new responsive website.

About Vibethink

Vibethink is a creative agency located in Charlottesville, Virginia. Founded in 2012, the company specializes in digital platforms and products, business strategy, and a human-centered approach to design. Vibethink is the only full-service creative agency in Charlottesville built from the ground up to solve the problems presented by the digital age.

The company’s team of designers, developers, and strategists works together to find elegant solutions to the unique complex of issues presented by media and platform convergence, user-centered content markets, and constantly evolving search ecosystems. In a short period of time characterized by rapid growth, Vibethink has employed a startup mentality to attract clients of the highest tier, executing design, development, and storytelling projects for organizations like Willow Tree Inc., SNL Financial, Semester At Sea, Stanford University’s School of Engineering, and additional programs at The University of Virginia.

Today, more than ever, brands are defined by digital experiences and the line between products, services, and applications is murky. Vibethink partners with organizations by employing an agile and integrated approach to discovery, design, and product development processes in order to achieve clearly-articulated business goals. The outcomes of this kind of collaborative design-based approach are digital platforms and products that have the power to evolve organically in a rapidly-changing world. Vibethink is not a website design firm that builds monuments to the very recent past; we are digital problem-solvers who empower intelligent leadership teams to navigate the future.

Contact:
Emma Palmerton, President
emma@vibethink.com
434-960-4082
Project Description and Priorities

CATEC has set out to redevelop its website, recognizing that the digital landscape has changed dramatically in the few years since its last major platform deployment. Some significant changes during that period include: the prioritization of mobile-first experiences; the evolution of the field of user experience/user interface design; the dramatic recalibration of search algorithms and criteria; and, perhaps most important, a generational shift in the standard for digital experiences and interactions.

CATEC’s leadership has rightly prioritized that the new website, first and foremost, establish the school’s brand by effectively telling the school’s and students’ stories in a visually arresting, compelling, and impactful way to its key stakeholders and important audiences. Vibethink’s experience with brand architecture and digital strategy, user experience/user interface design and storytelling are a response to the immeasurable importance of capturing the attention of audiences and moving them along an intuitive pathway through the stages of positive association and emotional attachment, logical argumentation and, ultimately, conversion. The preeminent design challenge posed by this project is to create the architecture and user experience that will resonate with varied audiences and elevate the School’s brand.

Other important project priorities to be executed include:

- **Brand integration**: The site has to first and foremost communicate the excellence of CATEC’s brand, elevating their history of maker-focused success and augmenting new programs like the Cisco IT acadamey.
- **Community Focus**: Elevate CATEC’s increasingly integral part of the Charlottesville - Albemarle County community and student development. Allow local business to post internship opportunities and engage students.
- **Search Engine Optimization**: Most open-source CMS’s have “baked in” SEO tools, but winning the SEO wars has gone far beyond punching in the appropriate meta data. As Google has changed its SEO standards, it has become increasingly difficult to employ tactical solutions to SEO or to “fool the robots.” Good SEO these days is about pairing great architecture with great content strategy.
- **Mobile and tablet experience**: All of the websites Vibethink designs are built responsively through a “mobile-first approach”, which means no matter what type of screen a user employs, the experience will be designed to accomplish the user’s goals in the most elegant and efficient way.
- **Prioritization of secondary audiences**: An organization of the size, visibility, and mission of CATEC must communicate effectively to secondary audiences such as the rest of the educational community in Albemarle county, alumni, parents, media, potential donors and collaborators, and the general public. Achieving this end is not about segmenting audiences through top level navigation; it’s about understanding why they come and what they want to know and designing an experience that satisfies those demands.

Emma Palmerton
110 OLD PRESTON AVENUE, CHARLOTTESVILLE, VA 22902
Tel: 434.984.0804 | Email: emma@vibethink.com
Project Scope:
Design and Development of a New Fully Responsive Website for CATEC

Option 1:

1. Site Specifications
   a. Implement a chosen content management system, enabling CATEC staff to edit all site content.
   b. Achieve an intuitive and visually appealing user experience by building a site that is responsive and displays effectively on a wide variety of screen sizes, while keeping the number of pages relatively limited to optimize ease of navigation and obtaining information
   c. Install and integrate Google Analytics on all pages to establish a baseline for performance and marketing goals
   d. Optimize site performance for fast page loading on all devices
   e. Establish repeating patterns sitewide for navigation, typography, color, and layout that reflect CATEC's existing branding elements
   f. Effectively leverage multimedia content across the site to increase user engagement and time-on-site
   g. Integrate social media, e-mail, and other third party marketing channels into site design as needed
   h. Design and development of website in collaboration with CATEC. Specific pages and layouts will be affected by the discovery process but expected pages and layouts specifications include:
      i. Homepage/Landing
      ii. Programs Pages
      iii. News and Events Page(s)
           1. News and Events Main Page
           2. News and Events Story Level Page
      iv. Community Partner Profile Page(s)
           1. Login for partners to edit content on their page
      v. Job and Internship board
      vi. Faculty Page(s)
           1. Faculty Search
           2. Faculty Bio Pages
      vii. Services (catering, etc)
      viii. Class registration for Adult Learners
            1. Buy Now option for registration
      ix. Directions and Contact page(s)
      x. Site search functionality and results page

Emma Palmerton
110 OLD PRESTON AVENUE, CHARLOTTESVILLE, VA 22902
Tel: 434.984.0804 | Email: emma@vibethink.com

Vibethink
xi. Flexible Info content page template that can handle a variety of information focused pages

2. Design & Development Process and Deliverables
   a. Initial Strategic Consulting and Scope of Work Planning
      i. Business and Organizational Goals: Having discussed the requirements for CATEC’s website, we would want to start our consulting time together by ascertaining the finer details of your growth goals, customer profiles, competitors, and metrics of success. We will also want to have a clear understanding of your ideal launch timeline and site management requirements.
      ii. Brand Strategy: Based on your business goals, what does your targeted customer’s perception of CATEC need to be? Answering this question will determine, to a large extent, the realization of those goals. Other questions we’ll want to discuss include things like: What are the ideal perceptions that will attract potential students? New hires? What is it that sets you apart from your competition?
      iii. Content Strategy: Stories, content and other narratives are the foundation for all modern marketing efforts. They are major traffic drivers across the web, as well as a key influence on customers’ perception of your brand. It will be important to understand the information that needs to be communicated, internal bandwidth for creating dynamic content, and understanding of how the content creation fits into your marketing larger marketing efforts.
      iv. Further Discovery: Prospective students, new hires and other targeted audiences are rarely reviewing you in a vacuum. Understanding where competitors stand is essential to make sure that you stand out among them. Reviewing competitor sites as well as in depth interviews with stakeholders will be an important part of our process.

b. User Experience & Information Architecture
   i. User Experience and Information Architecture Presentation
      1. Develop, build out, and present specific user groups and user motivations
      2. Leverage and build off the website specifications and use cases already presented by CATEC.
      3. Low fidelity wireframes to support final site and page specifications, functional requirements and data attributes, including the features and technologies that will be implemented.
ii. This is an iterative process and we will allow for unlimited iterations until signoff. Signoff will be required to proceed to the next stage of development.

c. User Interface, Visual Styles, & Content Strategy
   i. Visual Mockups
      1. Establish consistent brand and style patterns for sitewide navigation, typography, color, and layouts. Fonts, colors, graphics, and styles should be consistent with UVA's brand.
      2. Full visual mockups of mobile and desktop breakpoints for all main pages. Further refinement and other templates will happen in the code.
   ii. Content Strategy
      1. Content cannot be fully separated from effective design in today's world. For this reason, we will work closely with CATEC to also develop a content strategy as part of strategic discussions and meetings. Furthermore, we will develop content strategy notes on visual mockups to ensure the effectiveness of further refined content.

d. Front-End Application Development
   i. High quality Front End development of all page templates (HTML5, CSS3, and Javascript).
   ii. All page templates will be fully responsive and adjust effectively on mobile phones, tablets, and desktop computers. We will leverage frameworks, such as Zurb’s Foundation framework, as well as internally developed responsive code patterns to implement custom responsive layout designs.
   iii. The site will be coded to modern standards and will be fully functionality for use on the current version and one version back for all modern browsers. We can discuss options if further support is required.

e. Server-Side Development
   i. Set up of client's domain on a chosen server
   ii. Programming work to implement the back-end and set up administration
   iii. Chosen CMS architecture and integration

f. Site on Staging for Client Content & Training
   i. Client walk-through and training on how to use the new site
   ii. Staging site handed over to CATEC for further content

g. Quality Assurance
   i. Fine tuning details and working out any bugs including a pre launch checklist.
   ii. Migration of the site to the live server and launch
iii. After extensive internal testing, we will provide three weeks for a quality assurance testing period by CATEC.

h. Technical Search Engine Optimization & Analytics
   i. Google Analytics Integration
   ii. Technical optimization for search engines for each page
   iii. Integrated SEO tools in admin interface to change page meta information required by both Google and social networks like Facebook

i. Project Management and Meetings
   i. Progress tracking and work in progress access so you can always see what we are currently working on and task status.
   ii. Unlimited client meetings for CATEC around project management and site strategy.
   iii. Unlimited phone calls with Vibethink staff regarding general assistance, questions, or other matters that require no additional work.
   iv. Up to 5 hours of Client education and training or as needed.

Option 1 Pricing

Web Design & Development with Advanced Analytics & Marketing Integration $25,000

Option 2:

1. All deliverables from Option 1 PLUS:
2. Customized payment processing for adult learners
   a. Allow for customizable options for payments
   b. Setup templated email responses
   c. Integrate with current invoicing systems
3. API Integration for automated data
   a. Custom API integration to pull in data from the county for classes, schedules, events, and other specified fields
4. Work closely with CATEC to develop key Analytics metrics, strategy and reports required for ongoing analysis, and custom advanced integration of Google Analytics and setup for retargeting ads.
   a. Develop Analytics and event tracking strategy and key metrics based upon business goals and ongoing optimization of website.
   b. Custom event tracking implementation based upon goals and key metrics.
   c. Custom conversion Goal setting.
   d. Custom Google Analytics reports as needed.
   e. Set up site for both Facebook and Google retargeting ads.
2. **Explore and help select other helpful analytics tools and integrate into the new website**
   a. Based upon goals and strategies, help analyze and select other analytic tools that will maximize the feedback from and optimization of the new website.
   b. Implement any selected analytics tools into the new website.

3. **Email Newsletter and Custom Template Integration**
   a. Develop a series of fully responsive email templates with layouts based around the most common communication needs. These templates will be used for both automated email creation as well as a base template for non-standard uses.
   b. Create automated email blast for newsletters and other common communications that are generated from content entered into the back-end CMS. This will make email communications much faster, efficient, and far less technical to create.

4. **Social Media Post Scheduling and Posting Integration**
   a. Integrate the ability to share any post and URL from the site to social media channels. Often there is content that is created on the site that then needs to get shared across social media channels; this will make content marketing efforts easier and more efficient.
   b. Also build in social media post scheduling into the back-end, so that admin users can see a calendar of content posts. You will also be able to post other non-website social media messages through the scheduler.

---

### Option 2 Pricing

<table>
<thead>
<tr>
<th>Web Design &amp; Development with Advanced Analytics &amp; Marketing Integration</th>
<th>$35,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plus advanced analytics, Newsletter template, Payment processing for adult learners</td>
<td></td>
</tr>
</tbody>
</table>

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### Project Timeline

The project timeline assumes timely execution of releases with the client throughout the discovery and design phases of the project. This timeline represents a desire to move quickly and requires that CATEC staff work closely with Vibethink to achieve this timeline.

**Discovery Phase:** May 31 - June 10
- Site audit and discovery interviews
- User persona research and market research
- Usability testing and recommendations

---

Emma Falmerton  
110 OLD PRESTON AVENUE, CHARLOTTESVILLE, VA 22902  
Tel: 454.966.0004 | Email: emma@vibethink.com
- Information Architecture
- User Experience Maps
- Low-fidelity wireframes

**Design Phase:** June 13 - June 17
- Page Design Mockups and Presentation
- Meetings with key stakeholders to determine final designs

**Development Phase:** June 20-July 15
- Staging Site
- Content Implementation
- CMS Training

**Quality Assessment Phase:** July 18 - August 5
- Post-installation punch list
- Analytics training

**Launch Date:** August 8, 2016

**Relevant Experience**

**UVA Architecture, 2016**
**Website:** arch.virginia.edu

**Project overview:** Vibethink worked with the UVA School of Architecture to redesign and develop their website in order to elevate the visibility of their digital brand, augment funding efforts, and engage a variety of stakeholders by communicating its core messages effectively on a fully responsive digital platform. The new UVA Architecture site is scheduled to launch in March of 2016. The challenge of balancing a powerful marketing and branding platform with the programmatic requirements of an academic institution makes the project highly comparable in scope and focus to the UVA School of Engineering and Applied Sciences project and we will be happy to present the new site on its staging URL to your review committee if need be.

**Contact:** Cynthia Smith, Communications and Outreach Coordinator
**E-mail:** cbc6q@eservices.virginia.edu
**Phone:** 434-982-2921

**UVA Arts, 2015**
**Website:** arts.virginia.edu

**Project overview:** Vibethink worked with the UVA School of Art to redesign and develop their website in order to elevate the visibility of their digital brand by communicating its core messages effectively on a fully responsive digital platform. The site was designed to create a powerful media marketing tool to aid UVA Arts staff with promoting events and curating a community conversation about the arts on Grounds, grow the UVA Arts online...
community through integration of e-newsletter, social media, and digital storytelling platforms, and work as an intuitive CMS that creates efficient workflows for staff, interns, and volunteers.

Contact: Emma Terry, Assistant to the Vice Provost for the Arts
E-mail: emt2n@virginia.edu
Phone: 434-924-5844

The Virginia Film Festival, 2014
Website: virginiafilmfestival.org

Project overview: Vibethink redesigned The Virginia Film Festival’s website with the primary goal of increasing online ticket sales. By implementing an industry-leading film browsing portal that successfully integrated the UVA Arts Box Office ticketing platform, the site redevelopment helped propel the festival to a 45% increase in overall ticket sales. UVA Vice Provost for the Arts Jody Kielbasa was so happy with the project that he recently contracted with Vibethink to redevelop the UVA Arts website (virginia.edu/arts), a project scheduled to start this spring.

Contact: Jody Kielbasa, UVA Vice Provost for the Arts
E-mail: jkk8j@eservices.virginia.edu
Mail: P.O. Box 400338, Booker House, Charlottesville, VA 22904
Phone: 434-982-5526

Stanford University School of Engineering, 2013
Project description: vibethink.com/portfolio/stanford

Project overview: The School of Engineering’s development department had evidence that showed younger generations in the alumni network felt less compelled to give back to the institution, even though they were increasingly financially successful. With that in mind, they contracted Vibethink to create a website that highlighted the school’s amazing faculty and research, connecting the school’s story to its appeal for donations.

Contact: Staci Baird, Communications Specialist
E-mail: staci@girljournalist.com
Phone: 650-721-2596

Payment Terms

50% initial deposit due to begin the project
Final 50% payment will be due on launch of the site or 30 days after the final development walkthrough with the client, whichever comes first.

Support

Once your website project is complete, we will continue our relationship with your organization in a support capacity. At times, the website will require editing or an upgrade beyond the capabilities of the
CMS. Our maintenance rate is $120/hour. We bill on the quarter hour and provide a detailed report of all activity on a monthly basis. We also offer reduced hourly rates in the form of pre-paid hours.

<table>
<thead>
<tr>
<th>As need support hours</th>
<th>$120/hr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Paid: 50 hours of maintenance. No expiration.</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Hosting

If you require web hosting for your new website, we will be happy to set up your site on its own web hosting account through one of our preferred third-party hosting vendors for a one-time set-up fee of $250. Subsequent annual hosting fees may depend on the appropriate subscription for the size / traffic of your site and will be subject to the terms and conditions of the third-party provider. Additional ongoing maintenance and/or updates by Vibethink will incur our standard hourly rate as needed.

We look forward to working with you. Please let us know if you have any questions or concerns.

Best,

Emma Palmerton, President
Vibethink
Scope of Work

Arcane Technologies, Inc. would like to thank you for the opportunity to serve your technology system needs. Arcane Technologies, Inc. is uniquely qualified to meet and exceed the requirements on this project. We combine our years of experience and our selection of best-of-breed technology solutions, along with our unyielding desire to exceed your expectations, to consistently deliver excellence on our integration projects.

We are proposing to install 15 IP surveillance cameras at 19 strategic locations to provide monitoring of entry/exit points of the property and main hallways. The recommended locations for the 6 indoor cameras are as follows:

1 - In the hallway facing glass doors of main entrance.
2 - In the main hall outside of office to give overview of foot traffic in/out of main entrance and down the hallways.
3 - Building front exterior for main parking area
4 - End of hallway monitoring Adult ED entrance
5 - In the ceiling of the testing center
6 - In the culinary arts room to monitor entrance
7 - In the culinary arts room for area overview
8 - In the auditorium mounted in opposite corners to cover the area
9 - In the hallway outside in the auto tech room
10 - In the hallway outside of the nursing room
11 - In the hallway outside of the firefighting training room
12 - 360 degree in the ceiling of the building trades and also one on the exterior
13 - 180 degree in the auto repair
14 - In opposite corners of the auto body lab
15 - 180 degree in the auto body area
16 - 180 degree in the auto technology area and one on the exterior

This project would require installing 2 additional PoE (Power over Ethernet) switches and wiring them together on a new camera network. One switch would be installed in the IT room. The second switch would be placed in office behind the new CCTV monitor. The 2 new switches would be linked via ethernet cabling. All of the cameras would be connected to the switches for providing power and video.

The proposed HD cameras offer high definition image recording, and with the help of the built-in invisible infrared light on some of them, the footage at night remains as clear as during daytime. They will be configured to record only when motion is detected within their defined fields of view. The camera footage will be stored on a network video recorder (NVR) which can be accessed by computers on the local network. The recordings will be available for approximately 30-60 days, depending on the cumulative amount of motion detected by all of the cameras. Once more cameras need to be added to the system the system storage will have to be upgraded as well. Each camera has built-in edge storage capability, so we have the option of installing SD memory cards into each camera, which would allow for about a month of storage locally and offer redundancy for the network video recorder.

This setup can be configured to the Internet for remote access of live views and recorded video. Our proposal, however, is limited to the installation of the cameras, the configuration of the cameras to the network recording device, and setup and instruction of how to view live/recorded video on up to 3 computers/devices. The selected manufacturer offers an app for smart devices so that dedicated staff could have remote access to the surveillance

Arcane Technologies Inc
camera system.

Once again, thank you for considering Arcane Technologies, Inc. as your partner of choice on this unique project. Please feel free to contact us with any additional questions.
Video Surveillance System
Charlottesville Albemarle Technical Education Center
### IT Room

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Arcane</td>
<td>Misc cables mouts and equipment</td>
</tr>
<tr>
<td>1 Axis</td>
<td>AXIS CAMERA STATION 5 LICENSE ADD-ON ELICENSE</td>
</tr>
<tr>
<td>1 Axis Communications</td>
<td>AXIS Camera Station S1016 Recorder</td>
</tr>
<tr>
<td>1 Netgear</td>
<td>ProSafe 24 Port Gigabit POE network switch</td>
</tr>
<tr>
<td>3000 SnapAV</td>
<td>Binary™ Cables Cat 6 550MHz Unshielded 23/4 .58mm CMG-Rated Wire - 1000ft Nest In Box (Green)</td>
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</table>

**Surveillance System Total:** $5,962.15

**IT Room Total:** $5,962.15

### Front Entrance

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1 Axis</td>
<td>AXIS M3037-PVE Panoramic HD camera</td>
</tr>
</tbody>
</table>

**Surveillance System Total:** $799.00

**Front Entrance Total:** $799.00

*Price includes accessories*

Presented By: Arcane Technologies Inc

Project Name: Video Surveillance System

Project No.: ARCAN-0264

Page 4 of 16
Surveillance System

1. **Axis**
   - AXIS M3024-LVE 1MP Network Camera with night vision IR, which is part of the AXIS M30 Series, is an affordably priced, vandal-resistant HDTV fixed mini dome for excellent video during day and night-time conditions in indoor or outdoor environments.

<table>
<thead>
<tr>
<th>Surveillance System</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Door</td>
<td>$549.99</td>
</tr>
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</table>

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Surveillance System

1. **Axis**
   - AXIS M3007-PV Network Camera is a 5-megapixel fixed mini dome that provides detailed, high quality 360° or 180° panoramic views of areas as large as 650 m² (7,000 sq. ft.). The vandal- and dust-resistant indoor mini dome can be used to detect activities, track the flow of people and improve area man

<table>
<thead>
<tr>
<th>Surveillance System</th>
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</thead>
<tbody>
<tr>
<td>Front Hallway</td>
<td>$549.00</td>
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</tbody>
</table>
Front Office

Surveillance System

1 Axis
Ip Camera system video decoder to allow the digital footage to be seen on analog monitors

1 Netgear
ProSafe 8 Port POE Gigabit network switch

1 SnapAV
Strong™ Medium Razor Tilt Mount for 26-42 in. Flat-Panel TVs (Black)

1 Sony
SONY KDL32W600D 32" LED SMART HDTV 720P

Surveillance System Total: $1,156.38
Front Office Total: $1,156.38

Adult Ed Entrance

Surveillance System

1 Axis
The palm-sized AXIS M3005-V Network Camera is an affordably priced, easy-to-install indoor fixed dome that supports HDTV 1080p and 2 MP resolution.

Surveillance System Total: $299.00
Adult Ed Entrance Total: $299.00

Testing Room

Surveillance System

1 Axis
The palm-sized AXIS M3005-V Network Camera is an affordably priced, easy-to-install indoor fixed dome that supports HDTV 1080p and 2 MP resolution.

Surveillance System Total: $299.00
Testing Room Total: $299.00

* Price Includes Accessories
Presented By: Arcane Technologies Inc
Project Name: Video Surveillance System
Project No.: ARCAN-0264
5/22/2016
**Culinary Arts Entrance**

**Surveillance System**

1. **Axis**
   - AXIS M3024-LVE 1MP Network Camera with night vision IR, which is part of the AXIS M30 Series, is an affordably priced, vandal-resistant HDTV fixed mini dome for excellent video during day and night-time conditions in indoor or outdoor environments.

   Surveillance System: $549.99

**Culinary Arts Entrance Total:** $549.99

---

**Culinary Arts Overview**

**Surveillance System**

1. **Axis**
   - The palm-sized AXIS M3005-V Network Camera is an affordably priced, easy-to-install indoor fixed dome that supports HDTV 1080p and 2 MP resolution.

   Surveillance System: $299.00

**Culinary Arts Overview Total:** $299.00

---

**Auditorium**

**Surveillance System**

1. **Axis**
   - The palm-sized AXIS M3005-V Network Camera is an affordably priced, easy-to-install indoor fixed dome that supports HDTV 1080p and 2 MP resolution.

1. **Axis**
   - AXIS M3024-LVE 1MP Network Camera with night vision IR, which is part of the AXIS M30 Series, is an affordably priced, vandal-resistant HDTV fixed mini dome for excellent video during day and night-time conditions in indoor or outdoor environments.

   Surveillance System: $848.99

**Auditorium Total:** $848.99

---

*Price Includes Accessories*

Presented By: Arcane Technologies Inc

Project Name: Video Surveillance System

Project No.: ARCAN-0264

5/22/2016

Page 7 of 16
Hall Outside Auto Tech

Surveillance System

1 Axis

AXIS M3007-PV Network Camera is a 5-megapixel fixed mini dome that provides detailed, high quality 360° or 180° panoramic views of areas as large as 650 m² (7,000 sq. ft.). The vandal- and dust-resistant indoor mini dome can be used to detect activities, track the flow of people and improve area man

Surveillance System Total: $549.00

Hall Outside Auto Tech Total: $549.00

Hall Outside of Nursing

Surveillance System

1 Axis

AXIS M3007-PV Network Camera is a 5-megapixel fixed mini dome that provides detailed, high quality 360° or 180° panoramic views of areas as large as 650 m² (7,000 sq. ft.). The vandal- and dust-resistant indoor mini dome can be used to detect activities, track the flow of people and improve area man

Surveillance System Total: $549.00

Hall Outside of Nursing Total: $549.00

Hall Outside of Firefighting

Surveillance System

1 Axis

AXIS M3007-PV Network Camera is a 5-megapixel fixed mini dome that provides detailed, high quality 360° or 180° panoramic views of areas as large as 650 m² (7,000 sq. ft.). The vandal- and dust-resistant indoor mini dome can be used to detect activities, track the flow of people and improve area man

Surveillance System Total: $549.00

Hall Outside of Firefighting Total: $549.00

* Price Includes Accessories

Presented By: Arcane Technologies Inc
Project Name: Video Surveillance System
Project No.: ARCAN-0264
Page 8 of 16
**Building Trades**

**Surveillance System**

1. **Axis**

AXIS M3007-PV Network Camera is a 5-megapixel fixed mini dome that provides detailed, high quality 360° or 180° panoramic views of areas as large as 650 m² (7,000 sq. ft). The vandal- and dust-resistant indoor mini dome can be used to detect activities, track the flow of people and improve area man

**Surveillance System**

Total: $1,348.00

**Building Trades**

Total: $1,348.00

---

**Auto Repair**

**Surveillance System**

1. **Axis**

AXIS M3007-PV Network Camera is a 5-megapixel fixed mini dome that provides detailed, high quality 360° or 180° panoramic views of areas as large as 650 m² (7,000 sq. ft). The vandal- and dust-resistant indoor mini dome can be used to detect activities, track the flow of people and improve area man

**Surveillance System**

Total: $549.00

**Auto Repair**

Total: $549.00

---

**Auto Body Lab**

**Surveillance System**

1. **Axis**

The palm-sized AXIS M3005-V Network Camera is an affordably priced, easy-to-install indoor fixed dome that supports HDTV 1080p and 2 MP resolution.

**Surveillance System**

Total: $598.00

**Auto Body Lab**

Total: $598.00

---

*Price Includes Accessories*

Presented By: Arcane Technologies Inc

Project Name: Video Surveillance System

Project No.: ARCAN-0264

5/22/2016

Page 9 of 16
Surveillance System

1 Axis
AXIS M3007-PV Network Camera is a 5-megapixel fixed mini dome that provides detailed, high quality 360° or 180° panoramic views of areas as large as 650 m² (7,000 sq. ft.). The vandal- and dust-resistant indoor mini dome can be used to detect activities, track the flow of people and improve area

Surveillance System Total: $549.00

Auto Body Total: $549.00

Surveillance System

1 Axis
AXIS M3007-PV Network Camera is a 5-megapixel fixed mini dome that provides detailed, high quality 360° or 180° panoramic views of areas as large as 650 m² (7,000 sq. ft.). The vandal- and dust-resistant indoor mini dome can be used to detect activities, track the flow of people and improve area

Surveillance System Total: $1,348.00

Auto Technology Total: $1,348.00

Project Subtotal: $17,351.50

*Price includes accessories

Presented By: Arcane Technologies Inc
Project Name: Video Surveillance System
Project No.: ARCAN-0264
5/22/2016
# Project Summary

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* Tax except

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<td></td>
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<table>
<thead>
<tr>
<th>Contractor</th>
<th>Arcane Technologies Inc</th>
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---

* Price includes accessories

Presented By: Arcane Technologies Inc  
Project Name: Video Surveillance System  
Project No.: ARCAN-0264  
Page 11 of 16  
5/22/2016
### Video Surveillance System

**Charlottesville Albemarle Technical Education Center**

<table>
<thead>
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<tr>
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<td>Front Hallway</td>
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<td>Front Office</td>
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<tr>
<td>Adult Ed Entrance</td>
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<tr>
<td>Testing Room</td>
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<tr>
<td>Culinary Arts Entrance</td>
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<td>Culinary Arts Overview</td>
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<td>Auditorium</td>
<td>$1,133.99</td>
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<td>Hall Outside Auto Tech</td>
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<td>Hall Outside of Nursing</td>
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## Project Summary

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<td>Total Installation Price</td>
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<tr>
<td>Sales Tax</td>
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<td><strong>Grand Total</strong></td>
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</tbody>
</table>

**Presented By:** Arcane Technologies Inc  
**Project Name:** Video Surveillance System  
**Project No.:** ARCAN-0264  
Page 14 of 16
Video Surveillance System

Charlottesville Albemarle Technical Education Center

A. The general project description is contained in the attached document and related documents from herein referred to as the "Proposal".

B. The specific work to be performed by Arcane Technologies, Inc. is the installation of the specified system as outlined in the Proposal.

C. The total amount to be paid by the owner for the performance (subject to additions and deductions by written change order) shall not exceed the total specified in the Proposal.

D. Progress payments will be made according to the payment schedule below. Equipment will not be ordered until the equipment deposit has been submitted. These times are subject to the timing of the construction and the lead times required for the ordered equipment to be delivered.

E. Payment is due immediately after invoicing. Unpaid balance beyond 10 days after invoicing of completed tasks as outlined in Item D shall bear interest payable to Arcane Technologies, Inc. at a rate of 1.6% per month simple interest.

F. This Proposal expires 30 days following the date stated on the top of this agreement. No work will be scheduled without a deposit plus a signed copy of this agreement. All drawings and specifications contingent on agreement and retainer.

G. If job is of a retro-fit/remodel nature on an existing structure, and scope of work exceeds time estimated to complete because of unforeseen circumstances, owner agrees that he/she will be back-charged at a rate of $95 per man, per hour for all extra labor involved in completing the job.

H. All drawings and documentation are contingent on retainer. Since preparing a proposal requires system design & engineering by a professional Systems Integrator, only one version of the proposal will be prepared without a retainer. If a second version is required or if project is for design & documentation only, a minimum $500 Design Retainer will be collected. This Design Retainer will cover up to three additional designs and proposals, as well as one block-diagram drawing of the system. For a $1000 Design Retainer, client will receive up to three versions, one block diagram drawing, plus one basic cabinet audio placement and specification drawing. The retainer covers design & engineering time and is non-refundable.

I. Arcane Technologies, Inc. reserves the right to replace proposed models in the case of obsolescence, discontinuation or unavailability with a comparable model of equal or greater value. Arcane Technologies, Inc. will not be held responsible or liable in any way for any said product's obsolescence, discontinuation or unavailability.
Payment Schedule

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>Initial Deposit</td>
<td>$11,914.32</td>
<td></td>
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<tr>
<td>Progress Payment</td>
<td>$9,531.45</td>
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</tr>
<tr>
<td>Final</td>
<td>$2,382.86</td>
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</tbody>
</table>

1. Contract Documents and Details
The contract documents consist of this agreement, including all general provisions, special provisions, specifications, drawings, addenda, change orders, written interpretations, and written orders for minor changes in work. Work not covered by contract documents will not be required unless it is required by reasonable inference as being necessary to produce the intended result. The costs associated with any related work or materials, including, but not limited to electrical, drywall, painting, cabinets are not included unless specifically documented in the proposal. Contractor is not responsible for any underground trenching or laying or supplying of conduit for outside wiring.

2. Time
With respect to schedule completion of the tasks in section D, time is of the essence. If Contractor is delayed at any time in the progress of the work by owner change orders, fire, labor disputes, acts of God or other causes beyond Contractor’s control, the completion schedule for the work or affected parts of the work shall be extended by the same amount of the time caused by the delay.

3. Payments and Completion
The above Payment Schedule is a guideline and approximation. Since contractor will, if possible, open, test and turn-in equipment before delivery, all components must be paid for before delivery to job site. Payments may not be withheld under any circumstances. Any disputes due to legal claims will be settled independently in good faith between the parties. Final payment shall be due immediately following completion of the project. Contractor will hold owner harmless with respect to claims of subcontractors and suppliers.

4. Insurance
Contractor shall purchase and maintain such insurance necessary to protect from claims under workers compensation and from any damage to the owners property resulting from the conduct of this contract.

5. Changes in the Contract
The owner may order changes, additions, or modifications without invalidating the contract. Such changes must be in writing and signed by the owner. The contractor shall provide the owner in writing the amount of additional costs or cost reductions resulting from changes ordered within 15 working days unless this requirement is waived in writing by the owner. Change Orders shall be paid in full upon acceptance of change and shall not alter the contract’s payment schedule. In case of product unavailability or discontinuation, contractor reserves the right to substitute equipment of equal or better quality with client’s approval. Contractor will be held blameless in case of product unavailability or discontinuation.

6. Warranty
Contractor warranties all parts and labor involved in an installation for one year. Contractor will also be glad to help the client get their manufacturer-warrantied equipment serviced through out the life of the said warranty.

Client: Charlottesville Albemarle Technical Education Center

Contractor: Arcane Technologies Inc
Proposal for
Charlottesville Albemarle Technical Education Center
1000 Rio Rd E
Charlottesville, VA 22901
06/01/2016

This Tyco Integrated Security Proposal (the “Proposal”) contains Tyco proprietary and business confidential information and may not be shared with third parties without the prior written consent of Tyco. Tyco’s provision of the equipment, systems, and/or services described in this Proposal is expressly conditioned upon Company’s acceptance of the terms and conditions of the standard Tyco Integrated Security “AGREEMENT” COMMERCIAL TERMS AND CONDITIONS posted on http://www.tycois.com/standardtandc. The system design and specified equipment are subject to final approval by your local fire department or other authority having jurisdiction. This Proposal is valid for a period of sixty (60) days from the above date and any deletions or additions to this Proposal may result in changes to the pricing and/or terms and conditions.

Inquiries regarding this proposal may be directed to:

Ryan Smith
Tyco Integrated Security
Phone #: 804-727-2930
Cell Phone #: (804) 405-8948
Email: ryan.smith@tyco.com

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TYCO CONFIDENTIAL AND PROPRIETARY BUSINESS INFORMATION
DATE 06/01/2016

DEAR Craig Smith:

Thank you for allowing Tyco Integrated Security (Tyco) the opportunity to provide Charlottesville Albemarle Technical Education Center with our proposal for CATEC - CCTV 21 Camera IP Based Video System

As an industry leader, Tyco's desire is to bring experience, industry insight and value to our customers by providing solutions that deliver lasting results while help keeping risk to a minimum. Your business is our business and helping to reduce your losses while improving operations means Tyco is consistently evaluating your issues and needs.

Tyco provides integrated security solutions to businesses like yours throughout the world. In North America, Tyco maintains over 200 full-service brick and mortar offices, staffed by more than 10,000 company-trained employees, including over 3,700 service personnel. With unparalleled presence across the U.S., Tyco service and installation teams are specially trained and focused on our technology offerings.

We are proud of our history, financial strength and depth and breadth of services we offer and I look forward to discussing our proposal with you and showing you why Tyco is the premier leader in the electronic security industry.

I offer you my personal commitment to help ensure Tyco meets your business needs.

Sincerely,

Ryan Smith
Commercial Business Solutions

License Information: AL 201615-1496, 1499, 1500, 1501, 1502, 1542, 594, 595 The Security Industry is governed by the rules and regulations of the Alabama Electronic Security Board of Licensees. If you would like information on these rules and regulations or would like to register a complaint you can contact the Board at: AESBL, 7855 Vaughn Rd., Montgomery 36116, (334) 264-5338 Fax: 334-264-5332 AK 38348, 5400 Faldbanks Street, Suite A Anchorage, AK 99507 AR 00074011618, 003678, Regulated by Arkansas Bd. of Private Investigators & Private Security Agencies, 1 State Police Plaza Dr., Little Rock 72205, (501) 681-8600 AZ ROC321499 GA ACO7207, 317248; alarm company operators are licensed and regulated by the Bureau of Security & Investigative Services, Dept. of Consumer Affairs, Sacramento, CA 95814 DC 2C251327 FL EF20000413, EF20000600, EF20000341,EF20000479 GA LVA023263, LVA205983, LVA204776, LVA204529, LVA0001160, LVU004063 HI CT-32427 IL 127001526 MA 45-65-C MI 350120461, 5103373, 6060 Torrey Rd. Suite F Fenton, MI 48430; MN T5051083 MS 1004008 NC 846-CSA, 4801 Glenwood Ave., Suite 200, Raleigh, NC 27612, (919) 788-5320 NY 375283 NV 0077542 NY 12000305848, Licensed by NYS Dept. of State OH E10742, 50-15-1095, 50-15-1096, 50-39-0003, 50-88-1032, 50-57-1116, 53-31-1592 OK 87 OR CLE322, 197010, PA Pennsylvania Home Improvement Contractor Registration Number: PA000083 RI 123164, TSC2725, 36-0170 NC 1704, 1705, 1706, 1707, 1708, 1709, 1710, 1711 TX 108039, 4250 Buckingham Road Ste 160, Ft. Worth, TX 76116, Dept of Public Safety, Private Security 6806 N. Lamar Blvd, Austin 78752 UT 8000867 6801 VA 11 7676, 11 7680, 11 7676, 11 7701, 11 7598, 11 7587, 2705147756 WA TYCOIS988CO, 11624 N Creek Pkwy, #105, Bothell, WA 98011 WV 050921. 

Mississippi: MS 15024088. See a comprehensive list of licenses on www tyco.is/about-us/legal. California Customers Only: Upon completion of the installation of the alarm system, the alarm company shall thoroughly instruct the purchaser in the proper use of the alarm system. Failure by the licensee, without legal excuse, to substantially commence work within 20 days from the approximate date specified in the agreement when the work will begin is a violation of the Alarm Company Act.

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TYCO INTEGRATED SECURITY CONFIDENTIAL AND PROPRIETARY BUSINESS INFORMATION

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SCOPE OF WORK FOR Charlottesville Albermarle Technical Education Center

This proposal presented by Tyco is being provided at the request of Charlottesville Albermarle Technical Education Center to successfully meet the specifications of the CATEC - CCTV 21 Cameras Project at the 1000 Rio Rd E., Charlottesville, VA 22901 location.

We propose to install and maintain a Video system which will consist of the following:

**Contact Information:**
Craig Smith  
Phone #: 4349734461  
Address: 1000 Rio Rd E., Charlottesville, VA, 22901

**System Operation:**
TycoS will install a new digital camera system which will consist of the following camera locations:

- Cam 1 Exterior view of OVHD doors 3.1MP
- Cam 2 Exterior view of OVHD doors 3.1MP
- Cam 3 Auto Technology 3.1MP
- Cam 4 Auto Body 3.1MP
- Cam 5 Auto Body Lab 3.1MP
- Cam 6 Shop 3.1MP
- Cam 7 Building trades 3.1MP
- Cam 8 Hall intersection Multi sensor (4 cameras in one for panoramic view) 12MP
- Cam 9 Hall intersection Multi sensor (4 cameras in one for panoramic view) 12MP
- Cam 10 Lower Hall dr 3.1MP
- Cam 11 Exterior view of entrance 3.1MP
- Cam 12 Auditorium 3.1MP
- Cam 13 Lobby 3.1MP
- Cam 14 Main Entrance Hall intersection Multi sensor (4 cameras in one for panoramic view) 12MP
- * one High Def sensor image stream will be sent to Public View Monitor located at entrance.
- Cam 15 Exterior at entrance for facial recognition and loading / unloading 3.1MP
- Cam 16 Exterior view of parking lot 3.1MP
- Cam 17 Culinary ent. dr. 3.1MP
- Cam 18 Tool room 3.1MP

TYCO INTEGRATED SECURITY CONFIDENTIAL AND PROPRIETARY BUSINESS INFORMATION

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Cam 19 Testing room 360 degree fish-eye cam to view ALL testing stations 3.9MP
Cam 20 Culinary Arts room 3.1MP
Cam 21 Conference room 3.1MP

A 42" High Definition wall mounted monitor will be used in the assistant principal's office to view all cameras.

A 22" Public view monitor will be mounted at the entrance, and can be customized to show any camera stream.

The NVR will reside in the network closet, where it will be connected to the customers' network for remote capabilities.

The customer will have the ability to run a client from any computer within the network to view cameras, and can control by the credential what capabilities each user has.

The customer will have the ability to remotely view the cameras from anywhere with a mobile device, or PC.

The NVR will come pre-loaded with Tyco's Access Control software at no additional charge, should the customer decide at a later date to employ Total security management integration.
Tyco will program the system to have the camera names and record settings based on the customers' preference.

Tyco will program the system to talk to the customers network for remote viewing.

Tyco will work with the customer when aiming cameras to confirm focal length.

To ensure network bandwidth, Tyco will install our own camera network, with only the NVR connected to the customers network.
Existing education building consisting of Drop-tile ceiling, and very little sheetrock ceiling (located on drawing).
Existing Equipment:
No lift will be needed.
There is currently no existing video equipment on site.

Customer Expectations:
All work should be performed during normal hours Monday through Friday between 8:00 and 5:00.

Training Expectations:
Upon completion of install, Tyco will provide a one time training session on use and operation of the system, which will include configuring a mobile device to connect to Video management System.

General Comments:
There are no Special Skills, Local Permits, Code Considerations, etc needed.

Customer Responsibilities / Tyco Exclusions:
Customer is responsible for providing Tyco 120V power in network room for equipment, and (1) network port with a STATIC PUBLIC IP ADDRESS obtained from the ISP.

Documentation Needs:
Tyco will provide a drawing with camera locations and camera IP addresses, user manuals, and cut-sheets are to be provided.
BILL OF MATERIALS FOR Charlottesville Albemarle Technical Education Center

CATEC - CCTV 21 Cameras System

<table>
<thead>
<tr>
<th>QTY</th>
<th>PRODUCT CODE</th>
<th>DESCRIPTION</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>60</td>
<td>Closed Circuit Television PROVIDED</td>
<td>FULL MAINTENANCE ON ALL EQUIPMENT</td>
</tr>
<tr>
<td>1</td>
<td>90</td>
<td>Maintenance Quality Service Plan PROVIDED</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>IP04-08T-R2A</td>
<td>NVR, 64 CHAN, 8 TB, RACK</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>AT-8000GS/24POE-10</td>
<td>24 PORT LAYER 2 SWITCH W/24-10/100/1000BASE-T PORTS W/4 COMBO SFP SLOT UNPOP</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADLCD22MPB</td>
<td>22&quot; LCD 1920x1080 FHD LED, HDMI, VGA, Y/C, 2xBNC IN w/Loop, Audio, 3D, CF, DI, Hard Glass Protect</td>
<td>To be used as a Public view monitor</td>
</tr>
<tr>
<td>1</td>
<td>ADMMWTAD100B</td>
<td>75/100MM Vesa Articulating Wall Mount Black</td>
<td>For mounting the public view monitor</td>
</tr>
<tr>
<td>1</td>
<td>p7701/Anixter</td>
<td>Axis Decoder For Public View Monitor</td>
<td>Public View Monitor At Front Entrance</td>
</tr>
<tr>
<td>12</td>
<td>ADC800F-D111</td>
<td>Illustra Flex 3MP indoor dome, vari focal 3-9mm</td>
<td>Cam 3,4,5,6,7,10,12,13,17,18,20,21</td>
</tr>
<tr>
<td>1</td>
<td>ADC800F-D021A</td>
<td>ILLUSTR A FLEX 3MP OUTDOOR MINI Dome (GENERATION 2)</td>
<td>Cam 15 Exterior at entrance for facial recognition</td>
</tr>
<tr>
<td>4</td>
<td>ADC800F-B521</td>
<td>Illustra Flex 3MP Bullet, vari focal 9-22mm</td>
<td>Cam 1/2/11/16</td>
</tr>
<tr>
<td>1</td>
<td>IQS05FFACWCY</td>
<td>ILLUSTR A EDGE 5MP FISH EYE 360, 1.37MM, INDOOR, NONVANDAL, WHITE, COLOR, WDR, 64G</td>
<td>Cam 19 (Training/Testing Room)</td>
</tr>
<tr>
<td>3</td>
<td>AV12176DN-NL</td>
<td>12MP WDR DN OMNI-D, 4X2048X 1536, NO LENS, SURFACE, IN/OUT, IP66, IK-10, FAN</td>
<td>Cam 8/9/14</td>
</tr>
<tr>
<td>5</td>
<td>MFM4.0</td>
<td>4MM, 1/2.5&quot;, F1.6 M12-MOUNT, FIXED IRIS, IR CORRECTED</td>
<td>Lenses for Multi-Sensor Cameras</td>
</tr>
<tr>
<td>7</td>
<td>MFM2.8A</td>
<td>2.8MM, 1F/1.8 MICRODOME LENS, FIXED IRIS</td>
<td>Lenses for Multi-Sensor Cameras</td>
</tr>
<tr>
<td>2600</td>
<td>710536E</td>
<td>CAT 5e 24/4pr, SOL, Unshielded, CMP/MPP, Plenum, Gray, 500' Box</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>EXACQ NVR Confirmation</td>
<td>EXACQ NVR Confirmation</td>
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TYCO INTEGRATED SECURITY CONFIDENTIAL AND PROPRIETARY BUSINESS INFORMATION

© TYCO 2015. ALL RIGHTS RESERVED
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<tr>
<th>QTY</th>
<th>PRODUCT CODE</th>
<th>DESCRIPTION</th>
<th>LOCATION</th>
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<tr>
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<tr>
<td>1</td>
<td>Illustra Camera Confirmation</td>
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<td>1</td>
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<tr>
<td>17</td>
<td>EVIP-01-PROMO</td>
<td>SINGLE IP CAMERA LICENSE REG#009379</td>
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<tr>
<td>1</td>
<td>ADLCD42MPB</td>
<td>42&quot; LCD 1920x1080 FHD, HDMI, 2-BNC IN w/ Loop, Audio, DVI-D, VGA, Y/C, 3D CF &amp; DI, IR RC</td>
<td>For Asst. Principals Office</td>
</tr>
<tr>
<td>1</td>
<td>ADWT2642B</td>
<td>Tilting Wall Mount for 26 inch to 42 inch Displays</td>
<td>For 42&quot; Mon. in Asst. Principals Office</td>
</tr>
</tbody>
</table>
PAYMENT OPTIONS

**Tyco-Owned Option**
Allows you to reduce the up-front cash requirements needed to install new security system and, at the same time, keep your monthly cost low.

- **Installation Investment Package:** $0.00
- **Total Monthly Payment Including Preferred Services:** $1227.18/month

**Outright Sale Option**
Provides your business with ownership of the electronic security equipment upon purchase.

- **Installation Investment Package:** $30,680.62
- **Total Monthly Payment Including Preferred Services:** $494.25/month

TYCO INTEGRATED SECURITY CONFIDENTIAL AND PROPRIETARY BUSINESS INFORMATION

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You are welcome to use this map to walk around CATEC on your own.

The schedule for GUIDED TOURS is on the reverse side.
May 23, 2016

CATEC
1000 East Rio Road
Charlottesville VA 22901

Craig,

I enjoyed meeting with you and appreciate the walk-thru of your facility. Per our conversation I am enclosing my proposal for wiring and mounting a combination of cameras, DVR’s and monitors.

I have shown options for an analog system as well as IP.

If you have any questions, please do not hesitate to contact me.

Once again, thank you for the opportunity to earn your business.

Sincerely,

Ron Gentry
804 229 4488

Security, Entertainment, Technology

Option # 1 – Analog Camera System

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
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<tr>
<td>17</td>
<td>Interior Dome Cameras</td>
</tr>
<tr>
<td>8</td>
<td>Exterior Bullet Cameras</td>
</tr>
<tr>
<td>2</td>
<td>16 Camera Digital Video Recorders, each with a 2 Terabyte Hard Drive</td>
</tr>
<tr>
<td>2</td>
<td>Monitor Mounting Brackets</td>
</tr>
<tr>
<td>2</td>
<td>40” Sony Monitors</td>
</tr>
<tr>
<td>1</td>
<td>Labor to Install all System Components</td>
</tr>
<tr>
<td>1</td>
<td>Lot, Wire and Misc. Parts</td>
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Investment..............$24,998.00 plus tax if applicable

Option # 2 – IP Camera System

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<tr>
<td>17</td>
<td>Interior IP Dome Cameras</td>
</tr>
<tr>
<td>8</td>
<td>Exterior IP Bullet Cameras</td>
</tr>
<tr>
<td>2</td>
<td>16 Camera Network Video Recorders, each with a 2 Terabyte Hard Drive</td>
</tr>
<tr>
<td>2</td>
<td>Monitor Mounting Brackets</td>
</tr>
<tr>
<td>2</td>
<td>40” Sony Monitors</td>
</tr>
<tr>
<td>1</td>
<td>Labor to Install all System Components</td>
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<tr>
<td>1</td>
<td>Lot, Wire and Misc. Parts</td>
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Investment..............$31,848.00 plus tax if applicable
Option # 3 – Additional Analog Cameras (Can be used in Tool Closet, Testing Room or Culinary Room.)

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<tbody>
<tr>
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<td>Interior Analog Dome Cameras</td>
</tr>
</tbody>
</table>

Investment..................$3,240.00 plus tax if applicable

Option # 4 – Additional IP Cameras (Can be used in Tool Closet, Testing Room or Culinary Room.)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
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<tbody>
<tr>
<td>4</td>
<td>Interior IP Dome Cameras</td>
</tr>
</tbody>
</table>

Investment..................$3,984.00 plus tax if applicable
Background Information:

A community member would like to donate $50,000 to CATEC designated to award scholarships for tuition in CATEC Adult Programs. The funds will be deposited in, and administered by, the Charlottesville Area Community Foundation (CACF).

Recommendation:

It is recommended that the Center Board accept this donation.
The Ed Ford Scholarship Fund has been established to honor Edward R. Ford who was born in Brooklyn, New York, in 1906, the youngest of seven children.

Ed’s parents died when he was a teenager, and at age fourteen, Ed left school to become a brick-layer. He worked on a number of projects - including many well-known Brooklyn buildings, such as the Academy of Music, Erasmus Hall, the Bush Terminals, and the Dime Savings Bank. He also worked on a number of well-known buildings in Manhattan, principally those at Columbia University and Barnard College. At Barnard, Ed and another young brick-layer laid a herringbone path which was commissioned as a gift from the Barnard graduating class to Columbia University. As a result of their work, the young brick-layers were invited to attend the graduation ceremony, where Nicholas Murray Butler, the president of Columbia, nodded to them and said, “These bricks have been laid with a mathematical certainty.” Butler’s words were remembered, and proudly repeated, throughout Ed’s life.

In 1935, in the depth of the Great Depression, Ed married Catharine Gibney and moved to New Jersey where he started a small industrial construction company in the Ironbound section of Newark. During World War II, Ed served as a Chief in the Construction Battalion of the Navy - the Seabees.

Ed Ford, the father of Morna, Kathleen, and Kevin, was known for his great charm and wit, his devotion to his family, and also for a lifetime filled with charitable works. He died in 1985.

The family of Ed Ford is enormously pleased to provide scholarship funds to CATEC in his name.
AGREEMENT TO ESTABLISH THE ED FORD SCHOLARSHIP FOR CATEC STUDENTS SEEKING CAREERS IN THE BUILDING TRADES

WHEREAS KATHLEEN FORD BONNIE (the "Donor"), of ALBEMARLE COUNTY, has established the Ed Ford Fund as a donor-directed fund under the management and control of the Charlottesville Area Community Foundation (CACF), and

WHEREAS, the Donor wishes to establish the Ed Ford Scholarship for students seeking careers in the building trades who are enrolled at the Charlottesville-Albemarle Technical Education Center (CATEC), a non-profit organization, and

WHEREAS CATEC is interested in establishing such a scholarship,

The Donor and CATEC hereby AGREE to establish the Ed Ford Scholarship, which shall be administered according to the following provisions:

1. Purpose of the Ed Ford Scholarship. Adults already in a career, or seeking to pursue a career, in the building trades are eligible for the scholarship. The Scholarship may be used to support tuition, textbooks or other expenses directly related to technical education.

2. Selection of Scholarship Recipients.
   a. The Donor understands and agrees that selection of the Scholarship recipients will be the sole responsibility and prerogative of a committee appointed by the CATEC administration. The CATEC administration may establish such rules, regulations, procedures and application processes as they deem appropriate.
   b. Priority will be given to students who have overcome adversity to pursue their careers.
   c. CATEC will notify the Donor when the selection committee plans to meet and will give the Donor an opportunity to participate in the review of applicants.

3. Investment and Administration
   a. The Donor will contribute sufficient funds to award $1000 in scholarship support each academic year beginning in ----, 2016
   b. The funds will remain under the control of the Charlottesville Area Community Foundation (CACF).
   c. Upon award of the Scholarship, CATEC will notify the Donor and the Donor notify CACF to forward funds to CATEC for the scholarship
   d. It is the Donor’s expectation that the Ed Ford Scholarship will be awarded annually and that the Ed Ford Fund at CACF will be sufficient to support the Ed Ford Scholarship indefinitely.
4. Termination. The Ed Ford Scholarship shall be terminated in the event that the Ed Ford Fund is terminated by CACF or by the Donor or her designee or in the event that Donor or her designee or CACF determines that CATEC has not faithfully carried out this Agreement or is no longer capable, for whatever reason, of carrying out the purposes of this Agreement.

5. Governing Law. The terms of this Agreement shall be governed by, and construed in accordance with the laws of the Commonwealth of Virginia.

IN WITNESS WHEREOF, the parties to this Agreement have affixed their signatures effective as of this ____ day of ____, 20__.

__________________________________ , Donor
Kathleen Ford Bonnie

Daphne R. Keiser, Strategic Planning Officer

NAME

Daphne R. Keiser, On Behalf of the CATEC

Administration
Background Information:

Each year the Board is given information with regard to student enrollment in CATEC program areas.

Recommendation:

By reviewing data provided at the meeting, the Director/Strategic Planning Officer requests that the Board members provide input on areas that show improvement and those of concern.
## CATEC Enrollment

<table>
<thead>
<tr>
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<td>Date of data</td>
<td>July 16</td>
<td>Oct 15</td>
<td>Sept 15</td>
<td>AUG 15</td>
<td>May 15</td>
<td>Jun 14</td>
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<tr>
<td>ACPS</td>
<td>219</td>
<td>155</td>
<td>160</td>
<td>171</td>
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<td>CCPS</td>
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<td>68</td>
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<td>71</td>
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<td>OTHER</td>
<td>22</td>
<td>13</td>
<td>15</td>
<td>15</td>
<td>7</td>
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<tr>
<td>Preliminary Count</td>
<td>314</td>
<td>236</td>
<td>238</td>
<td>257</td>
<td>275</td>
<td>301</td>
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</table>

| 10 Day Count |         |         | N/A      | N/A      | 278      |
| % Change from Preliminary Count |         |         |          |          | -8%      |

| Adult & Apprenticeship |     |     | 187*    |     | 238    | 312      |
| TOTAL Enrollment       | 484  | 473  | 444     | N/A | 590    |

### Preliminary Enrollment by Program 2015-2016

<table>
<thead>
<tr>
<th>Program</th>
<th>Jul 16</th>
<th>15-Oct</th>
<th>15-Sep</th>
<th>Aug 15</th>
<th>May 15</th>
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<td>AHS</td>
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<td>64</td>
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<td>58</td>
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<td>15</td>
<td>16</td>
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<td>IVY</td>
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<td>314</td>
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<td>238</td>
<td>257</td>
<td>275</td>
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</tbody>
</table>

* Enrollment is still open
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<td>Aug-11</td>
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<td>41</td>
<td>36</td>
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<td>327</td>
<td>346</td>
<td>318</td>
<td>349</td>
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<tr>
<td></td>
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<td>10%</td>
<td>-29%</td>
<td>8%</td>
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<tr>
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<tr>
<td></td>
<td>609</td>
<td>662</td>
<td>646</td>
<td>692</td>
</tr>
</tbody>
</table>

updated 07/18/2016
Background Information:

There will be a presentation and a discussion about the Firefighting Program at CATEC.

Recommendation:

The information about the Firefighting program will be presented to the Center Board for review and discussion.
Background Information:

The Center Board and the CATEC Foundation Board have been coordinating the revision of the Foundation’s bylaws. In addition, there is an application for prospective CATEC Foundation Board members for review.

Recommendation:

Information will be presented to the Center Board for review and discussion.
CHARLOTTESVILLE-ALBEMARLE TECHNICAL EDUCATION FOUNDATION BOARD

Application Form

Name: _____________________________________________________
Address: _____________________________________________________
Street: _____________________________________________________
City: _____________________________________________________
State: _____________________________________________________
County of Albemarle or City of Charlottesville _________________________________
Telephone:  ___________________________________
Cell Phone:  ___________________________________
Work Phone:  ___________________________________
Email Address:  ___________________________________

1. Do you currently have children/grandchildren in ACPS/CCPS? ______Yes _____ No
2. If no, have you had children/grandchildren in ACPS/CCPS?  ______ Yes _____No
3. How long have you resided in Albemarle County/Charlottesville City?
   _____________

4. Have you ever been appointed to a Albemarle County School Board/ACPS or Charlottesville City School Board/CCPS Committee or Council before? If so, please explain your previous committee/council work.
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

5. Please indicate why you are interested in the CATEC Education Foundation Board and appointment.
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
6. Below, please indicate where appropriate, certain areas of your experience and knowledge:

- School Construction
- General Construction
- Engineering
- Architectural Expertise
- County Planning
- Land Development
- Statistics/Demographics
- County/City Government

___ School Construction
___ General Construction
___ Engineering
___ Architectural Expertise
___ County Planning
___ Land Development
___ Statistics/Demographics
___ County/City Government

___ Research
___ Education/Curriculum
___ Databases
___ Budget Analysis
___ Nonprofit and Human Services
___ Public Administration
___ Federal Government/Military
___ Workforce Development
___ Other

7. Please further explain your experience(s) as indicated in #6, above, including any leadership skills, education and experiences.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

8. How did you hear about CATEC Education Foundation Board and the opportunity to apply for appointment?

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Indicate if you are attaching additional information pertinent to this application.

___ Attachments are provided
___ No attachments were necessary

Thank you for your interest in applying for appointment to the CATEC Education Foundation Board. Should you have any questions about the CATEC Education Foundation Board and/or the appointment process, please contact Daphne Keiser at 434-975-9427 or dkeiser@k12albemarle.org.
Statement of Policy
CATEC Education Foundation Board

It shall be the policy that any CATEC Education Foundation Board member or officer shall abstain from the vote and/or discussion on any matter in which said member or officer may be considered to have a conflict of interest or the appearance of a conflict of interest. An abstaining declaration shall be made for the record at the beginning of any such motion or discussion and shall be recorded in the official minutes of the meeting. The same conflict of interest procedures shall apply to any CATEC Education Foundation Board member participating in any committee action or vote.

I concur with the above policy, and affirm my intention to abide by its intent.

________________________
Signature

________________________
Name of Board Member

________________________
Date
CATEC Education Foundation Board Members

No member of the CATEC Education Foundation Board shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation as a member of CATEC Education Foundation Board. Each individual shall disclose any personal interest which he or she may have in any matter pending before CATEC Education Foundation Board and shall refrain from participation in any decision on such matter.

Any CATEC Education Foundation Board member, who is an officer, board member, committee member or staff member of an ACPS/CCPS vendor, shall identify his or her affiliation with such vendor. He or she shall not participate in any decision affecting that vendor, and the decision must be made and/or ratified by the full Board of Directors.

At this time, I am a Board member, a committee member or an employee of the following organizations:

(list or attached)

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment or other activity with any vendor, supplier, or other party doing business with ACPS and/or CCPS which has resulted or could result in personal benefit to me.

2. A recipient, directly or indirectly, of any salary payments, fees, loans, or gifts of any kind or any free service or discounts from, or on behalf of any organization engaged in any transaction with ACPS and/or CCPS.

Any exceptions to (1) or (2) above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had in the past year) in the persons or organizations having transactions with ACPS and/or CCPS.

(list or attach list)

Signature: _____________________________________________________________

Name: _____________________________________________________________

Date: _______________________________
Background Information:

The following CATEC administrators will be making comments:

   Director/Strategic Planning Officer – Daphne Keiser  
   Adult Education Coordinator – Bruce Bosselman

Recommendation:

The comments provided will be for review and discussion.