

MEETING MINUTES OF THE CATEC CENTER BOARD

October 21, 2014

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

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

BOARD MEMBERS ABSENT:

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

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

AGENDA ITEM 14-54 AGENDA

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

AGENDA ITEM 14-55 MINUTES

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

AGENDA ITEM: 14-56 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 14-57 DIRECTOR'S COMMENTS

Mr. Bosselman commented on the following:

1. The disposition of the VDOT funds will be discussed at the Board of Supervisors' meeting on November 5th. He does not know what recommendation will be presented. Mr. Koleszar stated that he discussed the funds with the Board of Supervisors.
2. Recently, Mr. Bosselman became aware of a technology grant that is available for reimbursement for technology; it is geared primarily toward SOLs. There are some restrictions. It is money that CATEC has collected in the past and has been available annually since 2010. The money has to be spent up-front and then CATEC is reimbursed by the Commonwealth/VDOE for acceptable technology that has been purchased. He went on to explain reimbursements being sought for past years and for what the money has been used. Mr. Bosselman may request the Board's approval (at a later time) to borrow from the fund balance – if necessary – to purchase technology for previous years' reimbursements. Once the reimbursement comes, he would repay the fund balance.

3. He reminded the Board that last year a group of students from France came to Charlottesville High School, but also spent time at CATEC. They are asking that CATEC send some students this year – perhaps over Spring Break. He believes it would be ten students and two instructors (Paul Johnson, George Cheape, and Debbie Gannon) who were involved in the exchange last year. There was discussion about how the trip would be paid for and whether or not the group could travel during Spring Break. Mr. Koleszar reiterated that CATEC follows Albemarle County policies and Dr. Moran stated that there is not an Albemarle County policy that prohibits Spring Break trips. She did state that out-of-country field trips need the Superintendent's (or Designee) sign-off and Mr. Bosselman detailed the plans thus far.
4. Enrollment, as of this morning, is 256 – which is an area of concern. Ways to improve enrollment need to be found, but Mr. Bosselman did remind the Board that two programs were eliminated and none were added. Mrs. Gannon answered Mrs. Neale's questions about why the enrollment has decreased since the beginning of the school year. Dr. Moran stated that a part of the Strategic Plan is looking at flexible schedules especially with the increased requirements for graduation. If CATEC cannot figure out flexible schedules, there will be enrollment losses. There was discussion about possible solutions in addition to what CATEC is already doing. Mrs. Gannon reiterated that the loss of programs had a real impact on enrollment.

AGENDA ITEM: 14-58 **APPROVAL OF FINANCIAL STATUS**

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

AGENDA ITEM: 14-59 **BUDGET PRESENTATION**

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

AGENDA ITEM: 14-60 **ENROLLMENT**

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

AGENDA ITEM: 14-61 **STRATEGIC PLAN IMPLEMENTATION**

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

AGENDA ITEM: 14-62 **CLOSED SESSION**

Mr. Koleszar offered a **motion** that the CATEC Center Board go into a closed meeting as authorized by the Virginia Freedom of Information Act, section 2.2-3711(A) of the Code of Virginia, under Subsection (1) for the purpose of discussing personnel issues. Dr. Acuff **seconded** the motion and **the motion passed unanimously.**

Certify Closed Meeting

Mr. Koleszar offered a **motion** that the Board certify that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered. Mrs. Puryear **seconded** the motion **and roll was called:**

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

NAYS:

ABSENT:

The motion carried by a 6:0:0 vote.

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

ADJOURNMENT

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

Walter Neale
Chairperson

Walter K. Cheek
Clerk

11/20/15
Date

1.20.2015
Date