

MEETING MINUTES OF THE CATEC CENTER BOARD

January 28, 2009

At 6:06 p.m., Mrs. Diantha McKeel called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Diantha McKeel, Mrs. Leah Puryear, Mrs. Llezelle Dugger, Mr. Ned Michie, Mr. Brian Wheeler and Mrs. Pamela Moynihan.

BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Mr. Darah Bonham, Director; Ms. Staci England, Assistant Principal; and Ms. Leslie Chisholm, Administrative Assistant.

OTHERS PRESENT: Dr. Pam Moran, Albemarle County Superintendent and Dr. Rosa Atkins, Charlottesville City Superintendent.

Mrs. McKeel led the Board in the Pledge of Allegiance.

AGENDA ITEM 09-01 AGENDA

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

AGENDA ITEM 09-02 MINUTES

Mr. Michie offered a motion to approve the minutes and Mrs. Dugger seconded it. The motion passed with Mr. Wheeler abstaining.

AGENDA ITEM: 09-03 FINANCIAL STATUS

Mr. Bonham reported that finances are in line as far expenditures and revenue are concerned. Mrs. Dugger offered a motion to accept the financial status reports. Mrs. Puryear seconded it and the motion passed unanimously.

AGENDA ITEM: 09-04 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM 09-05 PROGRAM OF STUDIES

Mr. Bonham pointed out to the Board that there were no changes to the Program of Studies from the last meeting except for the elimination of the Horticulture and Landscape Design program. The decision was based on the fact that this is the 2nd year of the program for .5 FTE and enrollment has been 5 students for each year. Furthermore, in the summary of 10th grade student interest, Horticulture was ranked lowest in interest. Music Industry Technology

was not funded by CATEC last year, but by the Music Resource Center. Mr. Bonham intends to exchange the elimination of Horticulture and fund the Music Industry Technology in its place. Mr. Bonham stated that the POS will be corrected to reflect this change.

Dr. Atkins voiced a concern about the application process making it more difficult for some students to have access to the CATEC programs. Mr. Bonham explained that the application and interview process, which has been in place for the last two years, aids the CATEC administration in the decision making process should the number of students interested in a program exceed the limits. He also stated that there are programs where the prerequisites are minimal. It is necessary to make sure that the program is a good fit for the student. The discipline, attendance, and grade records are used to assist in the selection process when there are more students enrolled than slots permitting; Mr. Bonham did not feel that those records eliminated many of the students. Ms. England added that she works with the guidance counselors to find a way to enroll students who didn't get in previously.

Mr. Bonham went on to say that students have a right to be enrolled if there is room in the class. The prerequisites help ensure that the class is the right fit. He said that they often over-enroll, but attrition evens it out. The CATEC administration has all the records/data before the student interview; that information can, then, be used in the conversation/interview. Mr. Bonham pointed out that the rule has been changed that if the student had been at the Alternative or the Suspension Center, they couldn't come to CATEC. Now, they can and they seem to flourish. He also explained that interviews were started as part of the Strategic Plan. Others pointed out that the application lends credibility to the process and it is important that the student wants to be here. Dr. Moran reminded the Board that a former CATEC Director was concerned that CATEC should not be a dumping ground. The intention was that the students thought of CATEC as a special place and they, in fact, receive a letter of acceptance.

Mr. Wheeler offered a motion to adopt the Program of Studies with the recommended changes by the staff (with regard to the elimination of the Horticulture course.) Mrs. Puryear seconded it and the motion passed unanimously.

AGENDA ITEM: 09-06 CATEC FUNDING REQUEST

Mr. Bonham explained the few changes there are from the last budget request. Support of the Music Resource Center and instructor and the Entrepreneurship Development were not a part of the last budget. The amount Mr. Bonham requested last time has not changed except in allocation of funds with the elimination of Horticulture and the addition of Music Industry Technology and Entrepreneurship. The allocation for both the City and County are the same as previously presented. Mr. Bonham briefly explained the difference between Tier I and Tier II requests. Mr. Michie asked if this was enough money for the Entrepreneurship program and Mr. Bonham stated that he believed it was because the Foundation has authorized money to sponsor parts of the program. Mrs. Moynihan offered a motion to approve the proposed funding request for 2009-10. Mrs. Dugger seconded it and the motion passed unanimously.

AGENDA ITEM: 09-07 MEADOWCREEK PARKWAY

Mr. Bonham recently had a meeting with VDOT representatives, City and County Building Services representatives, and Faulkner representatives. The County's portion of the project is slated for completion October 2011. He handed out and reviewed a timeline of past Parkway discussions and a proposed letter to VDOT and Faulkner Construction. VDOT is now

seeking another appraisal of the property and Mr. Bonham was told he would have that within 30/45 days. Mr. Bonham was concerned that some issues have not been resolved such as the bus loop and parking lot lighting, but the work had begun anyway. He has requested a schedule from Faulkner, but has not received it yet. In addition, there was an issue with Faulkner's use of the parking lot and Mr. Bonham stated that the parking lot was to remain intact until the replacement parking spaces were in place. Mr. Bonham reported that VDOT recommended that the City and the County define their concerns and relay them to VDOT. He said that Rick Carter's advice was for City and County representatives to meet to determine areas of concern, but wait for VDOT's appraisal, and then meet as a board. Mr. Bonham reviewed the letter he drafted to VDOT with Mr. Carter and he said it was fine. There was some discussion about what permission CATEC gave to VDOT initially and what to do at this point. Mr. Carter is going to follow up with their counsel and Mr. Michie volunteered to speak with Mr. Carter about it as well.

AGENDA ITEM: 09-08 **ENTREPRENEURSHIP DEVELOPMENT**

Mr. Bonham gave an overview of the Entrepreneurship class to this point. He also explained future plans with the SCORE mentors in detail. The Foundation has approved four \$500 awards – one for each winner which serves as, basically, a scholarship. The students will be able to make their ideas a reality and will have learned transferable skills in the process. Mr. Bonham hopes that Mrs. Paganokis, this year's instructor, will teach the class again next year.

AGENDA ITEM: 09-09 **POST SECONDARY LINKS**

Figuring out where students go after CATEC is not as easy as it sounds. Mr. Bonham explained the three metrics that are used: counselor surveys, Completers' reports, and PVCC enrollment data. He reviewed the summary of the last two years worth of information which serves as a baseline to look at for coming years. There are ongoing discussions with all instructors to ensure they have scheduled post secondary providers to talk to students about opportunities. There was some discussion with regard to whether or not the students are prepared with transferable skills for post-secondary work. The Board asked to see a copy of the current survey to provide input on the questions.

AGENDA ITEM: 09-010 **WORKFORCE LEARNING OPPORTUNITIES**

Mr. Bonham talked about the opportunities for on-the-job experience and he continues to build strong relationships with Business Council Advisors. He reviewed the list of students working; the percentage of those working in their related field has improved. Last year it was 19.5% and this year it is 35%. Mr. Bonham reviewed what has been implemented this year. The goal is for the students to use the skills they've learned here outside of CATEC. Mr. Bonham is pursuing potential funds from the City Council to assist the students with transportation to their jobs. The difference between work release, internships, and job shadows was explained.

Dr. Moran expressed concern about the transferable skills learned from Cosmetology because of the low level of connectivity with job placement. She felt that there needs to be a lot of data mining done with this information.

Mr. Bonham reported on the success of the Expo even though the vendor participation was down about 50%. He believes that it continues to be a good PR event and a good curriculum fair for CATEC.

Mrs. Dugger offered a motion to adjourn. Mr. Wheeler seconded it and the motion passed unanimously. The meeting adjourned at 7:30 p.m.

Deanna H. McNeil
Chairperson

Walter N. Chisholm
Clerk

5/19/09
Date

5.20.09
Date