

MEETING MINUTES OF THE CATEC CENTER BOARD

May 17, 2011

At 5:00 p.m., Mrs. Diantha McKeel called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Diantha McKeel, Mr. Steve Koleszar, Mrs. Llezelle Dugger, Mr. Ned Michie (arrived at 5:02p.m.), and Mrs. Leah Puryear.

BOARD MEMBERS ABSENT: Mrs. Pam Moynihan.

STAFF MEMBERS PRESENT: Mr. Darah Bonham, Director; Mr. Michael Mountjoy, Assistant Principal; Mrs. Debbie Gannon, Career & Instructional Technology Coordinator; and Ms. Leslie Chisholm, Administrative Assistant/Clerk.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pam Moran, Albemarle County Superintendent; Mr. Chad Ratliff, Albemarle County Assistant Director of Instruction and Innovation; Mr. Jay Thomas, Albemarle High School Principal; Ms. Lee Davis, Charlottesville City Vocational Planner; and Ms. Mitsuko Clemmons-Nazeer, Albemarle County Human Resources Manager, Elementary Education.

AGENDA ITEM 11-21 AGENDA

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

AGENDA ITEM 11-22 MINUTES

Mrs. Puryear offered a motion to approve the Center Board minutes for February 23, 2011. Mrs. Dugger seconded the motion. The motion passed with Mrs. Moynihan absent.

AGENDA ITEM: 11-23 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 11-24 APPROVAL OF FINANCIAL STATUS

Mr. Bonham called the Board's attention to the financial statements for January, February, and March of 2011 and clarified an error with regard to revenue funds being noted incorrectly. He stated it will be corrected in the final version. Mrs. Puryear offered a motion to approve the financial reports. Mrs. Dugger seconded it and the motion passed with Mrs. Moynihan absent.

AGENDA ITEM: 11-25 UPDATE ON DIRECTOR'S SEARCH

Mitsuko Clemmons-Nazeer, Albemarle County Human Resources Manager for Elementary Education, updated the Board on the search for the new Director. She explained the screening

process in detail, including a timeline, and stated that there were 22 applicants in the pool which was diverse with regard to experience, gender, race, and geographical location. A special Center Board meeting will be called in June to approve the recommendation for the Director's position.

AGENDA ITEM: 11-26 **VIRGINIA RETIREMENT SYSTEM RESOLUTION**

Because CATEC follows Albemarle County policies as they relate to Human Resources and VRS, any new hires this current school year were required to contribute 5% to VRS. The County decided several months ago to revert back to the previous policy of not having that 5% contribution made by new employees for next year. CATEC will do the same and will file the proposed resolution. Mr. Michie offered a motion to approve the resolution and Mr. Koleszar seconded it. The motion passed with Mrs. Moynihan absent.

AGENDA ITEM: 11-27 **LOCAL PLAN FOR CAREER AND TECHNICAL
EDUCATION REGIONAL CENTER**

Mr. Bonham explained the local plan and how it ties in with Perkins; this is done each spring. He highlighted CATEC's performances. The local plan is driven by the relationship to Perkins and CATEC has to be accountable for certain measurements. It is a report card and metrics for the CTE requirements for the division and Mr. Bonham emphasized that it is data from the 2009-10 school year. He reviewed the findings and reiterated that a plan for improvement needs to be devised for any area that is deficient such as non-traditional participants and non-traditional completion. Mr. Bonham also explained the Plan of Study requirement under Hospitality and Tourism. It is tied in with J. Sargeant Reynolds Community College with a trade pathway that included Culinary Arts. PVCC is also going to offer, in the future, a blended opportunity to earn dual-enrollment credits through CATEC courses. The amount of money CATEC received from the local and state level was presented. Mrs. Puryear offered a motion to approve the Local Plan and Mr. Koleszar seconded it. The motion passed with Mrs. Moynihan absent.

AGENDA ITEM: 11-28 **PROGRAM UPDATE**

After recruitment, there still is not enough enrollment for the Geospatial course for next year. Mr. Bonham reminded the Board that the program that was cut was Barbering. Thirty-six students have now applied for the Barbering program. Mr. Bonham proposed that the Board consider meeting the needs of students and reinstating the Barbering program as full time again and that, in turn, will help to meet overall enrollment. The challenge was connecting with the students and making sure they understood what the Geospatial course was. He did see it as a critical imbedded skill students could develop and there was certainly a tie-in to the other CATEC trades. Mrs. Dugger offered a motion to reinstate the Barbering Program to a full-time FTE position and Mrs. Puryear seconded it. The motion passed with Mrs. Moynihan absent.

Mr. Bonham reported that the Green Technology course's enrollment was in double digits. Mrs. McKeel stated that the Center Board was going to miss Mr. Bonham.

AGENDA ITEM: 11-29

CLOSED SESSION

Mr. Michie offered a motion that the 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 matters. Mr. Koleszar seconded the motion and the motion passed with Mrs. Moynihan absent.

Certify Closed Meeting

Mr. Michie offered a motion that the Board certify by recorded vote that to the best of each Board member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the Closed Meeting were heard, discussed, or considered in the Closed Meeting. Mrs. Puryear seconded the motion. Roll was called and the motion passed by the following recorded votes:

AYES: Mrs. McKeel, Mr. Koleszar, Mrs. Dugger, Mrs. Puryear, and Mr. Michie.

NAYS: None.

ABSENT: Mrs. Moynihan.

The motion carried by a 5:0:1 vote.

Mr. Koleszar offered a motion to accept the four resignations. Mrs. Puryear seconded the motion and the motion passed with Mrs. Moynihan absent.

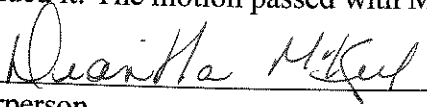
Mr. Koleszar offered a motion to approve the two new hires. Mrs. Dugger seconded the motion and the motion passed with Mrs. Moynihan absent.

Mr. Koleszar offered a motion to approve the salary schedule as recommended. Mrs. Dugger seconded the motion and the motion passed with Mrs. Moynihan absent.

Because the Board met in February and gave authorization to Mr. Bonham to hire new employees after consultation with the Board and the Superintendents, he stated that he hoped that same opportunity still existed for upcoming new hires. Mrs. Puryear offered a motion to continue that authorization. Mr. Koleszar seconded the motion and the motion passed with Mrs. Moynihan absent.

ADJOURNMENT

Mrs. Dugger offered a motion to adjourn the meeting of the CATEC Center Board and Mr. Koleszar seconded it. The motion passed with Mrs. Moynihan absent.


Chairperson


Clerk

10-18-11
Date

10.18.2011
Date