

## **MEETING MINUTES OF THE CATEC CENTER BOARD**

**February 23, 2011**

At 6:05 p.m., Mrs. Diantha McKeel called to order the meeting of the CATEC Center Board.

**BOARD MEMBERS PRESENT:** Mrs. Diantha McKeel, Mrs. Pam Moynihan, Mr. Steve Koleszar, and Mrs. Llezelle Dugger.

**BOARD MEMBERS ABSENT:** Mr. Ned Michie and Mrs. Leah Puryear.

**STAFF MEMBERS PRESENT:** Mr. Darah Bonham, Director; Mr. Michael Mountjoy, Assistant Principal; and Ms. Leslie Chisholm, Administrative Assistant/Clerk.

**OTHERS PRESENT:** Dr. Rosa Atkins, Charlottesville City Superintendent and Collette Blount, Charlottesville City School Board member.

### **AGENDA ITEM 11-13    AGENDA**

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

### **AGENDA ITEM 11-14    MINUTES**

Mr. Koleszar offered a motion to approve the Center Board minutes for January 18, 2011. Mrs. Moynihan seconded the motion. The motion passed with Mrs. Dugger abstaining and Mr. Ned Michie and Mrs. Leah Puryear absent.

### **AGENDA ITEM: 11-15    PUBLIC COMMENTS**

There were no public comments.

### **DIRECTOR'S COMMENTS**

The District SkillsUSA competition was held at CATEC on Monday February 21, 2010 and it was an opportunity to compete with students in similar programs across the region. Mr. Bonham called attention to the list of winners; 1<sup>st</sup> place winners move on to State competition. He felt that the best part about the competition was the authenticity and timeliness of it. In addition, the judges were local business members who also critiqued the students' work.

Mr. Bonham mentioned the CATEC House that was sold to Greene County Habitat; hopefully, there will be a ceremony to acknowledge the LEED certification when that is completed. He also reported that there have been several meetings with JABA about Universal Design as it relates to the construction of the present house. There was also a meeting afterwards with the Gaines Group and LEAP to discuss, and craft, the new Green Energy and Green Design courses – which

will relate to community and business needs. They will meet every two weeks to develop the competencies.

Dr. Atkins stated that she emailed Mr. Bonham about the General Assembly CTE bill has been passed, but modified for Auto Mechanics only. The instructors will have to have national certification and Mr. Bonham confirmed that Paul Johnson is certified. He went on to say that CATEC has the certification component and the instructors are required to obtain/maintain it.

**AGENDA ITEM: 11-16**      **APPROVAL OF FINANCIAL STATUS**

Mr. Bonham stated that he felt comfortable about the funding and the expenses incurred; no surprises. Mr. Koleszar offered a motion to approve the financial report for December of 2010. Mrs. Dugger seconded it and the motion passed with Mr. Ned Michie and Mrs. Leah Puryear absent.

**AGENDA ITEM: 11-17**      **APPROVAL OF 2011/12 FUNDING REQUEST**

Mr. Bonham recommended that the funding request to go forward to the respective divisions; this is the third reading. He indicated the three changes since the last meeting's discussion:

- Increase in Adult Ed revenue of \$30,000 for evening Barbering/Cosmetology program. (10 students x \$3,000 each)
- Increase in expenses – Adult Ed Barbering/Cosmetology program of \$30,000 (\$5,000 instructional supplies, \$25,000 personnel)
- Increase of \$4,576 to adjust VRS employer contribution to 12.76%

Mr. Bonham called the Board's attention to the projections for the local contributions and what those amounts are. It is a total decrease of \$52,000 overall. It does not incorporate the one-time startup expenses for the new programs. He, then, explained the anticipated funding to cover those costs which included using either left over VDOT CIP funds or grant awards. Mrs. Dugger offered a motion to approve the 2011/12 Funding Request and Mr. Koleszar seconded it. The motion passed with Mr. Ned Michie and Mrs. Leah Puryear absent.

**AGENDA ITEM: 11-18**      **PROGRAM OF STUDIES**

This is the third reading of the Program of Studies, which dovetails with the funding request. Mr. Bonham reviewed the proposal, which is very similar to what was presented at the last Board meeting.

- Combination of Year I and II Masonry students in one section. (Eliminates one Masonry section.)
- Combination of Year I and II Barbering students in one section. (Eliminates one Barbering section.)
- Creation of Green Energy Design course and Green Energy Technology course (one section).
- Creation of Geospatial Technology course (one section).

Mr. Bonham broached the topic of handling the programs with low numbers and how best to decide whether or not they should continue to run. The dilemma is how to marry the interests of the students with the needs of employers with regards to the skills CATEC students should have.

The new programs are necessary to implement and grow in new directions to meet student needs and expand programmatic choices. The suggestion was made to give a program three years and, after that, if it does not generate student interest, then it should be let go. The issue might be how well CATEC markets the programs and Mr. Bonham explained the process through which the

guidance counselors are made aware of CATEC offerings – especially the new courses and who they serve. There was discussion about recruiting the high school CTE teachers to promote CATEC programs and the impact the 8-period day has had on CATEC enrollment. Mr. Bonham confirmed the changes made to the club fees and that the supplies for Cosmetology and Barbering are permissible under CTE guidelines. Mr. Koleszar offered a motion to approve the Program of Studies. Mrs. Moynihan seconded the motion and the motion passed with Mr. Ned Michie and Mrs. Leah Puryear absent.

**AGENDA ITEM: 11-19**      **MID-YEAR STUDENT PROGRESS REVIEW**

Data is always reviewed at this time of year and the typical points are attendance, discipline, safety, etc. Mr. Bonham wanted to show how the new CATEC initiatives are working through the data. “Plan, Do, Study, Act” components have lent themselves to using data in an informing way. He went into detail about CATEC’s goals/priorities and the benchmark comparisons over the last three years for attendance, number of students with As and Bs, discipline, and safety. Mr. Bonham gave credit to the instructors for the great safety record; they pride themselves on instilling the importance of safety in their students.

The balance scorecard with respect to what CATEC and the County are doing was highlighted. CATEC has been using GoogleDocs as the platform for uploading content with regard to what CATEC has been doing as a school. Mr. Bonham spoke to CATEC’s focus on levels of Blooms and the correlation with engaging qualities as a result of 200+ walkthroughs over the course of the year. The goal is to encourage the instructors to think/focus as they are planning their lessons. Mr. Bonham also went into detail about the Workplace Skills component and how they dovetail with Blooms and engaging qualities.

English results last year were disappointing and Mr. Bonham said that, this year, there has been an entire refocus of what is being done and how it is being done. Now bi-weekly common assessments are being done and that data is analyzed. The English schedule has also been modified to allow for intensive one-on-one intervention on Fridays.

The process of using data to inform with regard to what CATEC is accomplishing was explained. The staff has used the PDSA model to solidify and achieve their goals. There is also a PDSA discussion as part of the bi-weekly PLCs on student performance. The instructors (including TAs, Resource support, and ESL instructors) update that spreadsheet – especially for the students who are not doing well. All who work with the students are able provide updated comments and collaborative components and it is an on-going evolving process.

**AGENDA ITEM: 11-20**

**CLOSED SESSION**

Mr. Koleszar 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. Mrs. Dugger seconded the motion and the motion passed with Mr. Ned Michie and Mrs. Leah Puryear absent.

**Certify Closed Meeting**

Mr. Koleszar 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. Dugger seconded the motion. Roll was called and the motion passed by the following recorded votes:

AYES: Mrs. McKeel, Mrs. Moynihan, Mr. Koleszar, and Mrs. Dugger.

NAYS: None.

ABSENT: Mrs. Puryear and Mr. Michie

The motion carried by a 4:0:2 vote.

Mrs. Dugger offered a motion to authorize Mr. Bonham, in consultation with the Superintendent of Record and the Chairman, to deal with any hiring requirements between now and the end of the school year. Mr. Koleszar seconded the motion. Roll was called and the motion passed by the following recorded votes:

AYES: Mrs. McKeel, Mrs. Moynihan, Mr. Koleszar, and Mrs. Dugger.

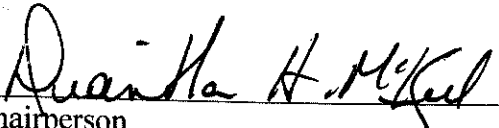
NAYS: None.

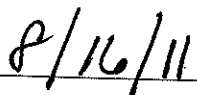
ABSENT: Mrs. Puryear and Mr. Michie


The motion carried by a 4:0:2 vote.

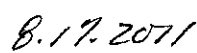
**ADJOURNMENT**

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

  
Chairperson

  
Date

  
Clerk

  
Date