

MEETING MINUTES OF THE CATEC CENTER BOARD

January 18, 2011

At 6:00 p.m., Mrs. Leah Puryear called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Diantha McKeel, Mrs. Leah Puryear, Mr. Ned Michie (arrived 6:02p.m.), Mrs. Pam Moynihan, and Mr. Steve Koleszar.

BOARD MEMBERS ABSENT: Mrs. Llezelle Dugger.

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; Dr. Pam Moran, Albemarle County Superintendent; and Mr. Timothy J. Breitenbach, Charlottesville City Facilities Management.

AGENDA ITEM 11-01 AGENDA

Mr. Koleszar offered a motion to approve the agenda and Mrs. McKeel seconded it. The motion passed with Mrs. Dugger absent.

AGENDA ITEM 11-02 MINUTES

Mr. Michie offered a motion to approve the Center and Joint Board minutes for October 19, 2010. Mrs. McKeel seconded the motion. The motion passed with Mrs. Moynihan and Mr. Koleszar abstaining and Mrs. Dugger absent.

AGENDA ITEM: 11-03 PUBLIC COMMENTS

There were public comments from Mrs. Karen Brown, CATEC Cosmetology Instructor, Mrs. Char Whetzel, CATEC Barbering instructor, Sarah Faulkner, Pat Faulkner, Pat Morris, and Laura Sacre with regard to retaining the Barbering program. Mrs. Puryear thanked them all for coming to speak.

AGENDA ITEM: 11-04 DIRECTOR'S COMMENTS

Mr. Bonham reminded the Board that the Career Expo is this Saturday from 10:00-5:00. The kick-off ceremony will be Saturday (instead of Friday) at 9:30 so that the students can participate. The purpose of the Expo is to share information about program offerings; it has been well publicized this year at the local schools.

The CATEC LEED registered house sold two months ago to Habitat for Humanity in Greene County. Right after the break, the house was moved; Mr. Bonham showed pictures of the process. Charles Hendricks, with the Gaines Group, has been CATEC's partner throughout the endeavor. This Saturday will be the ribbon cutting ceremony at 10:00. The press will be there

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since it is the first LEED house that Habitat has taken on in Greene County and it will be a good opportunity to showcase CATEC. Mr. Bonham is still hopeful that the house will get LEED certification and that the buyer will be willing to take it to the next level. There is no guarantee that it will be certified, but if it attains that status, it will be the first on the East Coast. The next house is close to completion and will sell by sealed bid through the Foundation this spring.

The Thomas Jefferson Area Board of Aging (JABA) is meeting with the CATEC Foundation and CATEC representatives to discuss a possible partnership with design and construction of the next CATEC house. This will include JABA, CATEC instructors, and Charles Hendricks and they will look at the "living in place" components. It will follow the Universal design which is more equipped for the elderly. It will be a unique opportunity for CATEC students with, not only green elements, but also a new design and a different clientele served through JABA. It will soon be constructed when the weather gets better. Mr. Bonham expressed his gratitude to Charles for all the work he has done with CATEC to partner on this house and past/future houses.

AGENDA ITEM: 11-05 ANNUAL ORGANIZATION

A: Election of Chairperson

Dr. Atkins took over the meeting as Superintendent of Record. Mrs. Diantha McKeel was elected as the Chairperson. Mr. Koleszar offered a motion to approve the nomination and Mr. Michie seconded the motion. Roll was called and the motion passed by the following recorded votes:

AYES: Mr. Koleszar, Mrs. McKeel, Mr. Ned Michie, Mrs. Moynihan, and Mrs. Puryear

NAYS: None.

ABSENT: Mrs. Dugger

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

(Mrs. McKeel took over the meeting at this point.)

B: Election of Vice Chairperson

Mr. Michie was elected as Vice Chairperson. Mrs. Puryear offered a motion to approve the nomination and Mr. Koleszar seconded the motion. Roll was called and the motion passed by the following recorded votes:

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

NAYS: None.

ABSENT: Mrs. Dugger

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

C: Election of Clerk

Ms. Leslie Chisholm was elected as the Clerk. Mrs. Puryear offered a motion to approve the nomination and Mr. Michie seconded the motion. The motion passed with Mrs. Dugger absent.

D: Election of Deputy Clerk

Mr. Bruce Bosselman was elected as the Deputy Clerk. Mrs. Puryear offered a motion to approve the nomination and Mr. Koleszar seconded the motion. The motion passed with Mrs. Dugger absent.

E: Election of Superintendent of Record

Dr. Pam Moran was elected as the Superintendent of Record for the 2011 Center Board. Mr. Koleszar offered the motion to approve the nomination and Mrs. Puryear seconded the motion. The motion passed with Mrs. Dugger absent.

F: Legal Counsel Recommendation

Mr. Koleszar offered a motion to give Mr. Bonham, after consultation with the Superintendent of Record, authorization to appoint legal representation, on an "as needed" basis. Mrs. Puryear seconded it and the motion passed with Mrs. Dugger absent.

G: Appointment of Fiscal Officer

Ms. Jennifer Brown, Charlottesville City Treasurer, was elected as Fiscal Officer. Mrs. Puryear offered a motion to approve the nomination. Mr. Koleszar seconded the motion and it passed with Mrs. Dugger absent.

H: Establishment of Date and Time of Meetings

Mr. Bonham noted that there is a suggested change to the previously approved schedule. He proposed shifting the March meeting to February because there are some items that need to be addressed and voted on. Mrs. Puryear offered a motion to approve the revised 2011 schedule. Mr. Koleszar seconded the motion and it passed with Mrs. Dugger absent.

I-J: Appointment of Superintendent Designee

It is recommended that the Center Board approve the Superintendent of Record to appoint a designee to represent and sign documents for the Superintendent of Record. Mrs. Puryear offered a motion to approve the recommendation. Mr. Koleszar seconded the motion and it passed with Mrs. Dugger absent.

K: Policy Recommendation

Mrs. Puryear offered a motion to continue to operate under the policies of Albemarle County Schools except when specific Center Board policies have been adopted. Mrs. Moynihan seconded the motion and the motion passed with Mrs. Dugger absent.

AGENDA ITEM: 11-06

APPROVAL OF FINANCIAL STATUS

Mr. Bonham stated that some of the efficiency improvements and CIP work done by the City and the County, specifically Tim Breitenbach, Mike Mollica, and Joe Letteri, are evident in the financial reports. The changes are moving CATEC to be an energy efficient building and that is reflected in the funding request with decreased electricity expenses. Mrs. Puryear offered a motion to approve the financial statements for September, October, and November of 2010. Mrs. Moynihan seconded it and the motion passed with Mrs. Dugger absent.

Mrs. McKeel officially recognized Mr. Steve Koleszar as the most recent member of the CATEC Center Board; he has served on the Board in the past.

AGENDA ITEM: 11-07

ALBEMARLE COUNTY EMPLOYEE BONUS

Mr. Bonham reminded the Board that Albemarle County Joint Boards approved a one-time bonus of \$350.00 for all eligible school division and local government employees. It was a result of funds that were earmarked in last year's funding request for increase in health insurance premiums. That increase was not realized, so the Joint Boards approved County employees to receive a \$350.00 one-time bonus (in lieu of the change in health care premiums) as a reward for the work they have done. CATEC is in the unique situation of following Albemarle County

policies, but being a separate fiscal agent. It brought to the Center Board the recommendation to apply the same principle of giving the bonus to CATEC employees based on the same difference in health care premiums. Mr. Koleszar confirmed that CATEC employees are the same scale as Albemarle employees. There was some discussion about who was considered an "eligible" employee. Dr. Moran suggested Albemarle County HR be consulted to make sure it is all equitable. Mr. Bonham confirmed that the monies were available in the CATEC budget and it would be implemented exactly as Albemarle County's bonuses were. Mr. Michie offered a motion to approve the bonus request as long as it is comparable to Albemarle County bonuses. Mrs. Puryear seconded the motion and the motion passed with Mrs. Dugger absent.

AGENDA ITEM: 11-08 **CATEC PARKING LOT IMPROVEMENTS**

Mr. Bonham introduced Tim Breitenbach with Charlottesville City Facilities Management, and called the Board's attention to the handout/map to explain the implementation of lighting, landscape, signage enhancements as part of the CIP and the VDOT money used to make the parking adequate. Mr. Breitenbach explained plan details for the new parking area. Lighting enhancements have been done and are LED which will save money. The design process, done by Land Planning and Design Associates, is already underway and intends to improve the safety of the parking lot by separating the three traffic flows. There was discussion about the bus loop, drop-off points, landscaping, and handicap accessibility to the building. Mr. Bonham requested that the work be done over the summer. Mr. Breitenbach assured the Board that it will be the designer's responsibility to make sure all aspects of the parking lot are ADA compliant.

AGENDA ITEM: 11-09 **WORKPLACE/POST SECONDARY REPORT**

Mr. Bonham stated that, as CATEC heads into the Program of Studies' offerings, it is important to look at data as it relates to where CATEC stands in a number of different areas. Keeping in mind that there are potential changes for the POS and there could be an increase in course offerings, he walked the Board through four different pertinent pieces of information and the data extracted. Those topics were enrollment/10-day count, three-year graduate data, the CTE Completers' follow-up survey, and CATEC's own survey. There was discussion about advanced vs. standard diplomas, students going to college vs. those choosing not to, and the necessity for all students to have advanced training to some degree. Suggestions were made on how to improve the survey methodology.

AGENDA ITEM: 11-10 **PROGRAM OF STUDIES RECOMMENDATIONS**

10th grade Student Interest survey results were reviewed. Mr. Bonham described the new Green Energy Design, Green Energy Technology, and Geo-Spatial courses and the justification for offering them next year. The purpose is to enhance the skill sets of the students with relation to the existing programs and new Green Collar jobs. Mr. Bonham stressed the connection with local employers and CATEC's Entrepreneurship program, and how it relates to encouraging students to look outside the traditional trade courses. These can be integrated into other programs and expand career opportunities. Mr. Bonham explained, and there was discussion about, how the new courses would impact the current programs, including Adult classes.

AGENDA ITEM: 11-11

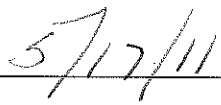
2010/11 FUNDING REQUEST


The funding request has been streamlined by reducing expenditures and some of the new initiatives have been removed. Mr. Bonham called the Board's attention to page 63 which gives the best snapshot to the anticipated increase in revenue and/or decrease of expenses. If the programs are kept as they are now, the proposed amount is less than what was presented at the October meeting. If the new programs are implemented, there will be additional expenses (as indicated on page 7) such as technology, text books, and equipment. Mr. Bonham reviewed potential sources for new program funding/revenue from a grant and Parkway monies as one-time funds for one-time startup expenses. Subsequent funding after the first year would be for supplies as it would be for any existing program. Dr. Atkins spoke to trade fees and the new policy that limits the amount of fees and/or the areas in which fees can be charged. Mr. Bonham stated that these fees have been streamlined to only include voluntary club fees. The only mandatory fees are Cosmetology and Barbering and fundraising usually covers those expenses. At the next meeting, the POS and the funding request update/budget will be up for approval.

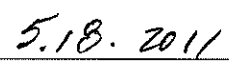
ADJOURNMENT

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


Chairperson


Date


Clerk


Date