

MEETING MINUTES OF THE CATEC CENTER BOARD

February 18, 2014

At 6:03 p.m., Mr. Steve Koleszar called to order the meeting of the CATEC Center Board.

BOARD MEMBERS PRESENT: Mrs. Leah Puryear, Mr. Ned Michie, Mrs. Pam Moynihan, Mrs. Willa Neale, and Mr. Steve Koleszar.

BOARD MEMBERS ABSENT: Ms. Kate Acuff

STAFF MEMBERS PRESENT: Mr. Adam Hastings, Director; Mrs. Deborah Gannon, Administrative Intern; and Ms. Leslie Chisholm, Clerk.

OTHERS PRESENT: Dr. Rosa Atkins, Charlottesville City Superintendent; Dr. Pam Moran, Albemarle County Superintendent; Mr. Chad Ratliff, Albemarle County Assistant Director of Instruction; Ms. Stephanie Carter, Program Administrator for Virtual Education; Dr. Grant Tate; Dr. Tom Smith; Mr. Kevin Willis; and Ms. Jennifer Till.

AGENDA ITEM 14-01 AGENDA

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

AGENDA ITEM 14-02 MINUTES

Mrs. Puryear offered a **motion** to approve the Center Board minutes for November 21, 2013 and December 17, 2013. Mrs. Moynihan **seconded** the motion. **The motion passed with Ms. Acuff absent.**

AGENDA ITEM: 14-03 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM: 14-04 DIRECTOR'S COMMENTS

Dr. Hastings introduced the guests present: Mr. Hal Hurka, Mrs. Diantha McKeel, Mr. Frank Friedman, and Mr. John Donnelly. SkillsUSA is the "varsity sports" for CTE, according to Dr. Hastings, and the Region VI SkillsUSA competition was held at CATEC on Monday, February 17. 12 schools/districts participated and 34 awards were given; CATEC students earned 50% of those accolades.

Public Access requested to extend partial usage of the current CATEC space until August. Due to the way Public Access is set up, this location is one of a limited number of locations in town from which they can send a signal. They are requesting to maintain some equipment (in a closet) at CATEC so that they are able to continue to send out a signal until August when they traditionally take Public Access off the air and do their normal upgrades. They are also asking to continue to use some shed space outside. Dr. Hastings said it would not impact CATEC should they be allowed to stay here; "they may use it until we need it." As of now, their usage of the space has been extended to March 31, 2014. Because CATEC isn't using it right now, the Board's general

consensus was for Dr. Hastings to use his best judgment and to allow them to use the space with the understanding that, should CATEC need it for summer classroom space or anything else, they will have to move out.

AGENDA ITEM: 14-05 **ANNUAL ORGANIZATION**

A: Election of Chairperson

Mrs. Willa Neale was elected as the Chairperson. Mrs. Puryear offered a **motion** to nominate Mrs. Neale and Mrs. Moynihan **seconded** the motion. **The motion passed with Ms. Acuff absent.** Mrs. Neale took over the meeting.

B: Election of Vice Chairperson

Mr. Steve Koleszar was elected as Vice Chairperson. Mrs. Moynihan offered a **motion** to nominate Mr. Koleszar and Mrs. Puryear **seconded** the motion. **The motion passed with Ms. Acuff absent.**

C: Election of Clerk

Ms. Leslie Chisholm was elected as the Clerk. Mr. Koleszar offered a **motion** to nominate Ms. Chisholm and Mr. Michie **seconded** the motion. **The motion passed with Ms. Acuff absent.**

D: Election of Deputy Clerk

Mrs. Debbie Gannon was elected as the Deputy Clerk. Mr. Koleszar offered a **motion** to nominate Mrs. Gannon and Mr. Michie **seconded** the motion. **The motion passed with Ms. Acuff absent.**

E: Election of Superintendent of Record

Dr. Rosa Atkins was elected as the Superintendent of Record for the 2014 Center Board. Mr. Koleszar offered the **motion** to nominate Dr. Atkins and Mrs. Puryear **seconded** the motion. **The motion passed with Ms. Acuff absent.**

F: Legal Counsel Recommendation

Mr. Koleszar offered a **motion** for the Center Board to give authorization to the Director, after consultation with the Superintendents, to appoint legal representation on an "as needed" basis. Mrs. Puryear **seconded** it. **The motion passed with Ms. Acuff absent.**

G: Appointment of Fiscal Officer

Mr. Jason Vandever, Charlottesville City Treasurer, was elected as Fiscal Officer. Mr. Koleszar offered a **motion** to appoint Mr. Vandever. Mrs. Puryear **seconded** the motion. **The motion passed with Ms. Acuff absent.**

H: Establishment of Date and Time of Meetings

Mr. Koleszar offered a **motion** to approve the 2014 Center Board schedule (included in the Board book). Mr. Michie **seconded** the motion. **The motion passed with Ms. Acuff absent.**

I-J: Appointment of Superintendent Designee

Dr. Atkins recommended that Dr. Moran be approved to represent the Superintendent of Record at meetings in the absence of the Superintendent. Mr. Koleszar offered a **motion** to approve Dr. Moran to be designated to represent and sign documents for the Superintendent of Record. Mr. Michie **seconded** the motion. **The motion passed with Ms. Acuff absent.**

K: Policy Recommendation

Mr. Koleszar offered a **motion** for the Center Board to continue to operate under the policies of Albemarle County Schools except when specific Center Board policies have been adopted. Mr. Michie **seconded** the motion. **The motion passed with Ms. Acuff absent.**

AGENDA ITEM: 14-06 **APPROVAL OF FINANCIAL STATUS**

Dr. Hastings reported that the upgrade of the financial system is going well; the back-up staff is being trained. Mr. Koleszar offered a **motion** to approve the financial statements for November 2013. Mr. Michie **seconded** the motion and it **passed with Ms. Acuff absent.**

AGENDA ITEM: 14-07 2014-15 FUNDING REQUEST

There has been no change in the Funding Request since the last Center Board meeting, according to Dr. Hastings; it is a status quo budget. He acknowledged that it does take into consideration the 10% fund balance. When asked if there were funds allocated for the strategic plan, Dr. Hastings stated that there was not "extra padding" built in to accommodate what might result from the strategic planning process; it was a challenge to plan for that in this budget.

Because of the system conversion, the accounting process is several weeks behind schedule, so it is too early to know what the 10% fund balance will amount to. The topic of the fund balance will be revisited at the March Center Board meeting. Mr. Koleszar reiterated that the County's final budget should be approved in April. Dr. Hastings stated that it was unnerving for the staff to not have answers about next year's budget, especially in light of the strategic planning proposal(s). Mr. Koleszar responded that he did not believe that the CATEC budget would be cut, though it may be added to for the strategic plan. Mr. Koleszar offered a **motion** to approve the funding request as presented for \$2,568,561. Mr. Michie **seconded** the motion and it **passed with Ms. Acuff absent**.

AGENDA ITEM: 14-08 STRATEGIC PLANNING

The members of the bridge ltd strategic planning team presented their proposal for a new CATEC model and fielded questions afterwards – Grant Tate, Tom Smith, Kevin Willis, and Jennifer Till. A decision about the new model will be made at the March Center Board meeting.

AGENDA ITEM: 14-09 PRE-SCHOOL COURSE INFORMATION

The pre-school course discussion was postponed until the March Center Board meeting because it is directly impacted by the strategic plan decisions. Dr. Hastings will forward the information to the Board.

ADJOURNMENT

At 8:16 p.m. Mrs. Neale adjourned the meeting of the CATEC Center Board.

Willa M Neale
Chairperson

Walter H. Chastain
Clerk

5/20/14
Date

5.20.2014
Date