

**MEETING MINUTES OF THE CATEC CENTER BOARD**

**August 13, 2019**

At 6:01 p.m., Mr. Jonno Alcaro called to order the meeting of the CATEC Center Board.

**BOARD MEMBERS PRESENT:** Mr. Juandiego Wade, Mr. Jonno Alcaro, Mrs. Leah Puryear, and Dr. Kate Acuff.

**BOARD MEMBERS ABSENT:** Ms. Katrina Callsen and Mrs. Jennifer McKeever.

**STAFF MEMBERS PRESENT:** Mrs. Stephanie Carter, Director; Mr. Doug Keaton, Assistant Principal; Mrs. Deborah Gannon, Apprenticeship and Adult Programs Coordinator; Dr. Kimberly Smyth, Veterinary Science instructor; and Ms. Leslie Chisholm, Clerk.

**OTHERS PRESENT:** Dr. Rosa Atkins, Charlottesville City Superintendent and Dr. Matt Haas, Albemarle County Superintendent.

**AGENDA ITEM 19-37**

**AGENDA**

Dr. Acuff offered a **motion** to adopt the agenda. Mrs. Puryear **seconded** it and the motion **passed** with Ms. Callsen and Mrs. McKeever absent.

**AGENDA ITEM 19-38**

**PUBLIC COMMENTS**

There were no public comments.

**AGENDA ITEM 19-39**

**APPROVAL OF MINUTES**

Mrs. Puryear offered a **motion** to approve the Center and Joint Board minutes for the May, 14 2019. Mr. Wade **seconded** it and the motion **passed** with Ms. Callsen and Mrs. McKeever absent.

**AGENDA ITEM: 19-40**

**APPROVAL OF FINANCIAL STATUS**

Mr. Wade offered a **motion** to approve the financial statements. Dr. Acuff **seconded** it and the motion **passed** with Ms. Callsen and Mrs. McKeever absent.

**AGENDA ITEM: 19-41**

**BANK SIGNATURES**

Mrs. Puryear offered a **motion** to approve the bank signatures. Dr. Acuff **seconded** it and the motion **passed** with Ms. Callsen and Mrs. McKeever absent.

**AGENDA ITEM: 19-42**

**FUND BALANCE TRANSFER**

Mrs. Carter explained the two items that are included in the request for the additional funds:

1. To hire a Math Curriculum Integration Specialist (for this year only) to consult on integrating Math into the trades.
2. To hire a .5 English instructor to support the current instructor so that the current instructor can help with building the new curriculum to include more English. She reiterated that there are practical, relevant, and real applications for academic content in the trades and she wants to spend this year investing the time and resources to

create the curriculum for CATEC students. The request also includes funds for furniture replacement and technology upgrades.

Mr. Alcaro felt that the percentage of the return on the Fund Balance was high and, if so, he wondered if that was typical. Mrs. Carter explained that there were items slated to be purchased last year that were not which included a vehicle. Consequently, over \$100,000 was returned to the budget this year for the Fund Balance that was requested last year and not used. Dr. Atkins confirmed that these extra funds, in addition to what was not expended, together equal the \$230,000.

Mrs. Carter described her long-term vision for CATEC as being the Skilled Trade Academy and students would be here all day. CATEC would, then, become their home base. CATEC would become the place where all the students' interdisciplinary opportunities are realized because they would get their academic courses while steeped in CTE in their trade.

Dr. Acuff offered a **motion** to approve the fund balance transfer. Mrs. Puryear **seconded** it and the motion **passed** with Ms. Callsen and Mrs. McKeever absent.

**AGENDA ITEM: 19-43**

**APPROVAL OF FOUNDATION BOARD MEMBERS**

Mrs. Puryear offered a **motion** to approve the Foundation Board members. Mr. Wade **seconded** it and the motion **passed** with Ms. Callsen and Mrs. McKeever absent. Mrs. Carter called the new Board member, Brian Pinkston, to the Board's attention.

**AGENDA ITEM: 19-44**

**90-DAY ENTRY PLAN**

Mrs. Carter detailed her 90-Day Entry Plan. She started with a review of her CTE career and administrative experience. Her goal is to provide necessary processes and procedures for the leadership transition and the continued growth and development of CATEC.

Mrs. Carter reviewed her objectives and the timeline by which she intends to attain them:

- Objective 1 - Community Engagement - Connect with CATEC stakeholders
- Objective 2 - Create Action Plan - Identify areas of strength and areas of growth
- Objective 3 – Implementation - Implement a plan to ensure continued progress and advancement of the CATEC strategic plan

**AGENDA ITEM: 19-45**

**STUDENT ENROLLMENT**

Mr. Keaton reported that there are only 61 open seats right now with a total enrollment of 298. He reviewed the enrollment for each high school and there was discussion about space and staffing needs as CATEC continues to grow. Mrs. Carter reminded the Board that the state requirement for CTE programs is a maximum of 20 students per class for safety reasons. Mrs. Carter stated that she feels a responsibility to serve those students who are on program waiting lists; she hopes to find a way to accommodate those students who want to be at CATEC.

**AGENDA ITEM: 19-46**

**PROGRAM PRESENTATION**

Dr. Kimberly Smyth gave a summary of how her program did in its first year last year which included statistics showcasing what her students achieved. She went into detail about the training Veterinary Assistants need to receive, how that aligns with her program, and what her hopes and dreams are for her program's future.

Dr. Smyth concluded with several examples of student success stories and her former student, La'Asia Thomas, spoke about what the class has meant to her.

**AGENDA ITEM: 19-47**      **COMMENTS**

Mrs. Carter thanked Dr. Daphne Keiser for her support and contributions to CATEC that clearly made a difference over the last three years. She also thanked Dr. Haas and Dr. Atkins for their teamwork as Mrs. Carter joins the CATEC staff.

Mrs. Gannon stated that, currently, there are 258 adult students registered; 185 are apprenticeship students and 73 are adult education students. She recognized her new apprenticeship sponsors and reviewed the list of equipment that has been purchased for the apprenticeship programs to promote more "hands on" learning. There are new members on the CVAC Board and they will continue to pursue students for both the high school and adult trade classes. She listed other events she will be attending to promote CATEC. The CATEC Foundation has awarded \$3,300.00 in scholarships to 12 recipients and Mrs. Gannon reviewed plans for giving out additional scholarships.

**AGENDA ITEM: 19-48**      **OTHER BUSINESS BY BOARD OR SUPERINTENDENTS**

Mrs. Puryear complimented CATEC on the programs offered last summer; she had heard wonderful reviews. Mrs. Carter gave Mrs. Shannon Tomlin full credit for that success.

**AGENDA ITEM: 19-49**      **CLOSED SESSION**

Mr. Wade offered a **motion** that the CATEC 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 issues. Mrs. Puryear **seconded** it and the motion **passed** with Ms. Callsen and Mrs. McKeever absent.

**Certify Closed Meeting**

Mr. Wade offered a **motion** that the Board certify that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered. Mrs. Puryear **seconded** the motion and **roll was called**:

**AYES: Dr. Acuff, Mr. Alcaro, Mrs. Puryear, and Mr. Wade.**

**NAYS:**

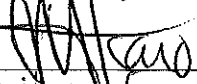
**ABSENT: Ms. Callsen and Mrs. McKeever.**

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

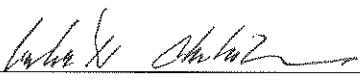
Mrs. Puryear offered a **motion** to accept personnel recommendations as recommended. Dr. Acuff **seconded** it and the motion **passed** with Ms. Callsen and Mrs. McKeever absent.

**ADJOURNMENT**

At 7:23 p.m., Mr. Alcaro adjourned the meeting of the CATEC Center Board.

  
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Chair

12/10/19  
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Date

  
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Clerk

12.10.2019  
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Date