**Amelia-Nottoway Technical Center**

**148 Vo-Tech Road Jetersville Virginia 23083 Phone 434-645-7854 Fax 434-645-1044**

**Valarie Harris, Principal**

May

June 24, 2021

Thursday, June 24, 2021 at 7:00 p.m. in the Computer Resource Classroom of the Amelia-Nottoway Technical Center.

The Joint Board for Control of the Amelia-Nottoway Technical Center held a meeting on Members in attendance:

Mr. Ferrara, Amelia County

Mr. Jamie Higgins, Nottoway County

Mr. Glen Wilkerson, Amelia County

Mrs. Bonnie Vega, Amelia County

Mr. Bill Outlaw, Nottoway County

Staff in attendance:

Dr. Tameshia Grimes, Superintendent, Nottoway County

Dr. Lorena Harper, Superintendent, Amelia County

Mrs. Valarie Harris, Principal ANTC

Ms. Sue Brown, Joint Board Clerk, Amelia-Nottoway Technical Center

1. **Call to Order/Moment of Silence** –Mrs. Vega- 7:00 pm
2. **Pledge of Allegiance** – Mrs. Vega
3. **Approval of the Agenda-**Mrs. Harris asked that items I and II be changed from Mr. Fowkles to Mrs. Vega. Mr. Ferrara made a motion and seconded by Mr. Outlaw. It was approved.
4. **Public Comments**
5. **Approval of the minutes** – May 25, 2021
6. **Financial Matters-** Dr. Harper asked that there be clarification made in the phrasing of “Alternative Education”. Mr. Outlaw asked that the financial documents be sent along with the agenda before the meeting. Mr. Outlaw made a motion and Mr. Ferrara seconded. It was approved
7. Payroll Certification of the May Payroll in the amount of $ 31,457.19
8. Operational Bills – May bills in the amount of $142,876.34

The difference in this month’s bills and last months is Alternative Education payments to Amelia County Public Schools in the amount of $55,097.00. We also paid $19,000.00 to Auto Body Toolmart for the paint booth, $9,655.00 to Tidewater Booth Services, $6,096.00 to Ingersoll-Rand for the Compressor, $31,138.96 to Reality Works paid from the Competitive Grant, and lastly $5,887.99 to Monster Tech for installation of new cameras.

1. Financial Reports/Bank Statements- Ms. Brown gave a report
2. **Action Items**
3. Re-appropriation of Balance of FY 20 Carryover Funds-These are funds that were re-appropriated from FY 20 to FY21 but were not utilized. Dr. Harper asked to change the year from 20 to 21. Mrs. Harris asked that those funds be re-appropriated to FY 22. Mr. Outlaw made a motion and Mr. Ferrara seconded. It was approved. Mrs. Harris said: I am seeking your approval to re-appropriate FY 20 Carryover balance in the amount of $78,107.70. The reasons for this for this request of carryover funds are:
4. Several projects came in lower than anticipated
5. Due to the unforeseen delay in the Culinary Project, funds were not spent in the FY21 Timeframe as projected. The funds will be used to purchase and install a commercial hood and suppression system, as well as a 3-compartment sink, and 2 wall mounted hand washing stations. We were unware that this equipment was not being transferred to ANTC. Purchase and installation of this equipment will consume the majority of the FY20 Carryover Funds. I recommend the re-appropriation of $78,107.70 into the FY22 Budget.
6. FY2022 Proposed Budget- After a question on the budget by the Superintendents was clarified, Mr. Ferrara made a motion and Mr. Wilkerson seconded. It was approved. After consulting with both Superintendents, the Proposed FY2022 Budget is being presented for Board adoption. ANTC proposes a 3% pay increase for all faculty and staff in accordance with Nottoway County Public Schools. There are no Health Insurance Premium increases for FY 2022. The proposed FY2022 Budget provides a total budget of $854,874.27 (**without PAS**), an increase of $110,234.47(8.6%). The 2021-2022 Divisional Cost Allocation is $325,824.71 for Amelia (Budgeted $358,751.13) and $488,572.94 for Nottoway (Budgeted $492,892.00). The budget reflects the following: Instructional - The budget reflects two additional courses (CNA and Culinary Arts), for a total of five programs with five full time instructors. With the two new programs, the Instructional Materials/Supplies have been increased from $10,500.00 to $22,500.00. Office of the Principal - Note an increase in the Secretary/Finance line item due to the Board approval of the Finance position hours increasing from 5.5 to 7.5. Building Services – New part time Custodial/Maintenance position; increase from $17,163.00 to $23,284.80. Ground Services – Increase in Snow removal/lawn care due to expenses occur from the numerous ice storms this past winter. Equipment Services – Removed part time maintenance. I recommend that the Board approves the FY 2022 Proposed Budgetas presented.
7. Approval of Regional Alternative Education Funds and Continuation Application- Mr. Ferrara asked Dr. Grimes about the future of Alt Ed. Dr. Grimes explained some items that she learned when speaking to DOE, there will be further discussion. A Regional Board was discussed. Mr. Wilkerson made a motion and Mr. Higgins seconded. It was approved.
8. Donation- Supplies for Auto Body-Mr. Outlaw made a motion and Mr. Higgins seconded. It was approved.
9. **Non-Action Items**
10. **Informational Items**
11. Five Year Plan **Five Year Plan**

* Goal 1
  + Currently, collaborating with Administration from ACHS and NHS regarding scheduling concerns.
  + Collaborated with School Counselors from ACHS and NHS regarding enrollment
  + Recruitment - Reached out to the following: ANTC alumni, Board of Nursing, SVCC, other Regional Technical Centers; Advertise in local newspapers and on Indeed
* Goal 2
  + ANTC Summer Academy: July 12, 2021 – July 22, 2021

Various CTE Classes will be offered to participating Nottoway Middle School students.

* Goal 3
  + ANTC is currently developing a Partnership Agreement
  + The following companies have reached out to ANTC regarding employment opportunities for our students: S.B. Cox, Inc. and Goodman Truck and Tractor
* Goal 4
  + Culinary Arts project is expected to be completed by August 6, 2021
* Goal 5
  + Number of Students receiving certification:

Auto Body 5/6 (83.3%); Cosmetology 2/8 (25%); Medical Assistant 14/14 (100%); ANTC Total 21/28 = 75% **\*(COS 90% or higher in the past)**

1. Enrollment Projection 2021-2022 **Enrollment Projection 2021-2022:**

|  |  |  |
| --- | --- | --- |
| **Courses** | **Projected Enrollment/Capacity** | **Percentage of Capacity** |
| Auto Body I | 27/20  6 – Amelia 21 – Nottoway  Will work with NHS School Counselors to hopefully enroll seven students in other ANTC programs. | 100% (20/20) |
| Auto Body II | 5/20 | 25% |
| Cos I | 8/20 | 40% |
| Cos II | 8/20 | 40% |
| CNA (AM) | 9/10 | 90% |
| CNA (PM) | 5/10 | 50% |
| Culinary I | 18/20 | 90% |
| Culinary II | 5/20 \*Amelia students only; will see an increase for 2022-2023 | 25% |
| MA I | 15/20 | 75% |
| MA II | 11/20 | 55% |
| **ANTC** | **111/180** | **61.6%** |

**\*65 students were enrolled at the end of the 20-21 school year; enrollment increased by 70.7%.**

C. Three Year Trend- Per Dr. Harper’s request, Ms. Brown has provided a Three Year Budget Trend. Dr. Harper, Executive Superintendent, will present information regarding the Three Year Budget Trend. Dr. Harper recommended to continue doing the Three Year Trend

D. GED- In past years, the Adult Evening GED program held at ANTC was conducted through SVCC. The attendance was very low. SVCC is willing to try the evening class again. They would be responsible for personnel. Therefore, the Alternative Learning Teacher position should not have Adult/Evening GED as part of the job description.

1. **New Business- N/A**
2. **Closed Meeting Resolution- 8:06 pm -** Mr. Wilkerson approved and Mr. Outlaw seconded.

Pursuant to section 2.2-3711 (A) of the Code of Virginia, I move that the Board convene a “Closed Meeting” for the purpose of discussing specific personnel and operations matters.

A.1. The consideration of personnel for:

* Two (2) resignations- 1 Part Time Secretary/ 1 Part Time Para-professional
* Approval of Personnel for FY22

As authorized by Section 2.2-3711 (A)(1)

1. **Return to Open Session-8:10 pm** Mr. Ferrara made a motion and Mr. Outlaw seconded. It was approved
2. Motion to Return
3. Certification
4. **Action Following Closed Session**

**- Resignations**

Arlene Robertson – Secretary

Berthell Porter – Alternative Education Paraprofessional

**- Personnel Agenda - Re-Appointments for 2021-2022**

|  |  |
| --- | --- |
| **Name** | **Position** |
| Brown, Susanne | Finance Manager |
| Harris, Valarie | Principal |
| Rajah, Dorlynthia | Cosmetology Teacher |
| Spradlin, Shaun | Auto Body Teacher |
| Vronek, Jodi | Medical Assistant Teacher |

Mr. Wilkerson made a motion and Mr. Outlaw seconded. It was approved. Mr. Higgins spoke of adding classes, Building Trades, and how many classes would be approved each year. Mr. Ferrara said this needs to be discussed before the end of the year. Mr. Wilkerson said Building Trades was lacking workers. Mr. Outlaw asked what organizations can forecast what skills are needed. Mrs. Vega asked how was Building Trades going to be structured.

1. **Adjournment – 8:18 pm -** Mr. Higgins made a motion and Mr. Outlaw seconded. It was approved.

**Next Meeting**:

Regular Meeting

Amelia-Nottoway Technical Center

7:00 pm

July 29, 2021

August 26, 2021

September 30, 2021

October 28, 2021

November 18, 2021

December 16, 2021