

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**

2 **Regional Governing Board Meeting Minutes: April 18, 2005**

3 Assembly Room, Career Development Center

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5 Members Present: Jean Bacon; Claude DeLucia; Kevin Goodhue; Leon Johnson; Frank Lamb,
6 Vice Chair; Ed Letourneau, Clerk; Lance Matteson, Chair; Jon Peaslee.

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8 Staff and Others Present: David Barker, Asst. Director; Bill Burfeind, Treasurer; Wes Knapp,
9 Superintendent; Cindy Palmer, Asst. Treasurer

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11 Cablecasting live for CAT-TV: Jared Haskins.

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13 Recorder: Richard Bump
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16 Matteson called the meeting to order at 5:15, whereupon the board broke down into smaller
17 groups to discuss board goals. Matteson recalled the meeting to order at 6:10pm.

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19 1. Public Comments: None presented.
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21 2. Board Goals: Matteson briefly reviewed the three major goals of the board and the people
22 who are on each of the goal committee
- 23 - Increased alignment of CDC programs with community needs
24 (Bacon, Chair; Goodhue; Matteson)
 - 25 - strengthen the organization and leadership at the CDC (Doxsee, Chair; Lamb;
26 Johnson; Pembroke)
 - 27 - improve marketing and outreach (DeLucia, Chair; Burgess; Letourneau; Peaslee).
- 28 a. *Increased Alignment of CDC Programs*: Bacon reported that this committee has
29 developed three tasks to be completed over the next 2-3 months as follows
- 30 - determine what "community needs" actually means
 - 31 - complete an analysis and update of the community workforce development
32 needs, current and future
 - 33 - review CDC programs and recommend changes to bring those programs into
34 better alignment with the workforce needs defined in step 2
- 35 b. *Strengthen CDC Organizational Leadership Efficiency and Effectiveness*: Johnson
36 reported that this committee has established several tasks including updating the CDC
37 Table of Organization, reviewing all job descriptions, having faculty, staff and board
38 members complete a board assessment survey, and to improve the effectiveness of
39 board meetings. Matteson noted that the assessment survey is already underway, and
40 faculty, staff and board members should log onto the VSBA website to complete the
41 survey (details to be sent via e-mail to board members). Matteson also noted that there
42 is a 4/29/05 deadline for completing the survey. Johnson further noted that results of
43 the survey will be reported back to the board in August, and that the committee
44 anticipates presenting the full board with a definitive organizational chart in October,
45 2005. Johnson also noted that the organizational chart developed last fall will be used
46 as the starting point for the new chart.
- 47 c. *Marketing and Outreach*: DeLucia reported that this committee has agreed to several
48 tasks to strengthen the identity of the CDC within the region, including more effective
49 use of media resources, more frequent visits and stronger promotion of CDC programs
50 to the outlying districts, board member attendance at school functions (including
51 graduation exercises at each of the member schools), rotating board meetings around
52 the districts, etc.
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1 3. Treasurer's Report: After welcoming new members to the board, Burfeind briefly reviewed
2 3rd quarter receipts and disbursements as detailed in the *Cash Flow and Account Balances*
3 *as of March 31, 2005* (dated 4/4/05, a copy of which was included in the Agenda packet),
4 noting a closing cash balance for the period of \$980,851.64. Burfeind also reviewed the
5 location and value of the various accounts held at the Chittenden bank, and the interest
6 received for the first nine months of the fiscal year. In response to a question from DeLucia
7 about whether or not the general ledger balances and the Treasurer's cash balances are
8 reconciled with each other, Burfeind noted that auditors have indicated that they are, and
9 further noted that the Treasurer functions primarily as the custodian of the cash. Burfeind
10 briefly reviewed procedures used by his office in receiving and disbursing cash, and
11 suggested that the fund balances reported by the Business Office would not match directly
12 with the Treasurer's cash due to the fact that the Treasurer's Office works on a cash basis,
13 whereas the Business Office works on a trial basis. Matteson also noted that the CDC
14 Business Manager position is relatively new, and that reconciliation and other accounting
15 controls have become substantially stronger since that position was filled. Burfeind also
16 noted that although the Treasurer's Office reports in person to the Board on a quarterly
17 basis, members should feel free to contact him or Palmer at any time should there be
18 questions or concerns. In response to a comment by Johnson, Matteson recommended that
19 the Finance Committee should take on the task of determining ways to ensure that all CDC
20 accounts are balanced and reconciled on a regular basis.

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22 4. Consent Agenda: After members noted that
23 - the Field Trip Request should be removed from the Consent Agenda (the trip has
24 been cancelled)
25 - the names of people signing off-meeting warrants should be clearer (typed or
26 printed, and Barker agreed to discuss this with Oyama)

27 Peaslee moved and Lamb seconded a motion to approve the Consent Agenda, and the
28 motion passed 7 in favor, Johnson abstained. The Consent Agenda, as approved, included

- 29 - the Minutes of March 15, 2005
- 30 - Payroll Warrants #52-53 in the amount \$67,859.30
- 31 - Payroll Warrants #54-55 in the amount \$74,629.48
- 32 - Vendor Warrant #56 in the amount \$89,238.86
- 33 - Payroll Warrants #57-58 in the amount \$68,454.02
- 34 - Vendor Warrant #59 in the amount \$59,353.49
- 35 - Vendor Warrant #62 in the amount \$85,276.23
- 36 - the Resignation of David Barker, Asst. Director.

37 Matteson wished Barker and his family well and thanked him for his efforts on behalf of the
38 CDC.

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40 5. Chair's Report: Matteson congratulated Tim Foley, CDC Theater Arts teacher, on the
41 statewide award he recently received, and Matteson also congratulated, on behalf of the
42 board, all the students who won awards at the recent DECA and SkillsUSA competitions. In
43 other business Matteson noted that

- 44 - he will distribute as soon as possible committee memberships as well as
45 committee mission statements
- 46 - the CDC, the Bennington Microtechnology Center, and the state of Vermont co-
47 sponsored 4/4/05 a very successful forum with many different speakers, the focus
48 of which was micro-technology, nano-technology and education, the ways in which
49 science and math instruction can be strengthened, and the development of a
50 technician training program for grades 13 and 14 to be implemented at the CDC
51 and which would grant college credit.

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53 6. Superintendent's Report: Knapp also congratulated Foley on his recent award, and also
54 noted that the two high school paths, one to college and the other to a career, now seem to
55 have melded into one path. Knapp also reminded members of the 5/5/05 board training
56 event to be held at the Panda Garden restaurant beginning at 4:30pm. Knapp also noted

1 that the Commissioner of Education will visit the MAU and CDC schools 5/11/05.

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- 3 7. Director's Report: Members noted the Director's report, a copy of which was included in the
- 4 Agenda packet. Barker also reported that the deadline for the Perkins grant application has
- 5 been extended from 6/1/05 to 7/1/05.
- 6
- 7 8. Finance Committee:
- 8 a. *Audit*: Contrary to the recommendation of the Business Manager, Lamb reported that
- 9 the Finance Committee is recommending that the board award the audit contract for
- 10 FY05 and FY06 to Fisk, Reed & Love, a local firm which submitted the lowest of the
- 11 three bids received. After Matteson noted that the three bids received were from Fisk,
- 12 Reed & Love (\$15,000), Dorfman-Robbie (\$17,500) and Malanson, Heath & Co
- 13 (\$22,000), Lamb moved and Peaslee seconded a motion to accept the bid of Fisk,
- 14 Reed & Love for the FY05 and FY06 audit. And after noting that Fisk, Reed & Love
- 15 have completed some school audits in the region and are also the auditors for the
- 16 towns of Bennington and Middlebury as well as several other municipalities in the area,
- 17 the motion passed unanimously.
- 18 b. *Child Care Program*: Lamb distributed and then reviewed a revised lease agreement
- 19 between the CDC and *Growing Up Right at the CDC*, the business interested in
- 20 conducting an on-site child care center which would also function as an on-site lab for
- 21 students in the Human Services program. After Lamb further reported that legal
- 22 counsel has reviewed the three-year agreement, Lamb moved and Peaslee seconded a
- 23 motion to approve the Lease Agreement as presented. During an extended discussion
- 24 members and staff noted that
- 25 - all questions previously raised about the lease have been answered
- 26 - the agreement is also contingent upon agreement from Mount Anthony
- 27 - the lease rates were developed with the recognition that the center will be
- 28 used as an educational on-site lab by students in the CDC Human Services
- 29 program, and that this is an activity that CDC welcomes back into the building,
- 30 and that the "whereas" statements in the agreement make this clear
- 31 - *Growing Up Right at the CDC* was the only provider responding to the RFP
- 32 - almost all operating costs are borne by the provider
- 33 - given the rental figures, the building use policy for for-profit organizations
- 34 probably should be waived in this instance, and the language regarding this
- 35 should be included in the lease agreement
- 36 - enrollment is on a first come, first served basis
- 37 - the legal name of the Southwest Vermont Regional Technical School District
- 38 should be used in all instances in the Agreement.
- 39 And during that discussion Peaslee withdrew his second. Lamb then amended his
- 40 motion to include a building use policy waiver within the agreement, seconded by
- 41 DeLucia, and the motion, as amended, passed unanimously.
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- 43 9. Facilities Committee Report: Peaslee noted that there is no report to present, and that he is
- 44 awaiting a clear statement of mission for this committee before arranging its next meeting.
- 45 Somewhat later in the meeting, and in response to a question from Goodhue, Lamb reported
- 46 that progress on the planned storage facility/shed for the CDC is on hold until the MAU/CDC
- 47 lease is agreed upon and signed, and that he believes that agreement should be
- 48 forthcoming soon.
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- 50 10. Marketing and Outreach Committee: This committee has been merged into the committee
- 51 charged with the marketing/outreach goal described in item 2c above.
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- 53 11. Education Committee: Bacon reported that the Education Committee has begun discussion
- 54 about a possible restructuring of the Information Technology Cluster, and that this
- 55 opportunity has come about as a result of the anticipated retirement of a faculty member in
- 56 this area. Bacon noted that faculty in this cluster are looking at various options available.

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- 12. Policy Committee: Johnson reported that this committee has not met but that the SVSU Systems Management Committee did meet and has released the dress code policy for review throughout the SVSU districts, and that the dress code policy provides guidelines for appropriate attire for faculty as well as students. Johnson also noted that the new public relations policy has also been released for review by the SVSU districts.
- 13. Negotiation Committee: Matteson noted that activity of this committee would be discussed in Executive Session.
- 14. Nominations/Interview Committee: No report presented.
- 15. Other: Members noted the following items which were included in the Agenda packet but not discussed during the meeting:
 - RGB marketing Committee meeting Minutes for March 17, 2005
 - RGB Finance Committee meeting Minutes for March 17, 2005
 - a 3/15 memo from Vermont DoE noting approval of the Pre-Tech Foundation Automotive Maintenance program
 - a 3/25/05 letter from the Vermont DECA State Advisor to Dick Addison regarding SBE certification award from National DECA
 - auditor recommendation memos from the Business Manager date 4/8/05
 - General Ledger Revenue and Expenditure reports
 - an article from FFA's *New Horizons* magazine about Amanda Mattison, former CDC student
 - press release regarding the artificial intelligence/programming/microprocessors program at the CDC.

After Letourneau thanked Haskins for cablecasting the meeting live for CAT-TV, Johnson moved and Goodhue seconded a motion to enter Executive Session to discuss contracts and personnel, and the motion passed unanimously.