

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: August 15, 2005**

3 Assembly Room, Career Development Center  
4

5 Members Present: Lance Matteson, Chair; Jean Bacon; Bob Burgess; Claude DeLucia; Leon  
6 Johnson; Frank Lamb; Ed Letourneau; Jon Peaslee.

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8 Staff and Others Present: Greg Lewis, Business Manager; Donna Oyama, Director.  
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10 Cablecasting Live for CAT-TV: Jamie Grainger.

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12 Recorder: Richard Bump  
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15 Matteson called the meeting to order at 6:06pm whereupon members introduced themselves to  
16 the listening public. Matteson also took the opportunity to formally welcome Mary Ann Carlson as  
17 the newest member to the board, and first person to be on the board coming from a non-SVSU  
18 community. Matteson also noted board members not in attendance for this meeting including  
19 Mary Ann Carlson, Brian Doxsee, and Kevin Goodhue.  
20

- 21 1. Public Comments: None presented.
- 22  
23 2. Consent Agenda: Peaslee moved and Lamb seconded a motion to accept the Consent  
24 Agenda, and the motion passed unanimously. The Consent Agenda, as approved, included  
25 - the Minutes of July 18, 2005,  
26 - Payroll Warrants #4 through #7 in the amount \$45,984.89  
27 - Vendor Warrant #8 in the amount \$81,812.72  
28
- 29 3. Chair's Report: Matteson reiterated his welcome of Carlson to the board, and noted that he  
30 looks forward to the beginning of classes at the end of the month.  
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- 32 4. Superintendent's Report: None presented.  
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- 34 5. Director's Report: Oyama was pleased to report that 4 students in the Horticulture program  
35 won bronze medals at the national FFA convention and that the local FFA chapter won a  
36 two-star award for the first time this year. Oyama also distributed and then briefly reviewed  
37 the *Industry Based Credentials News*, a newsletter distributed nationally, in which scenario  
38 assessments within the CDC manufacturing program are specifically mentioned as well as  
39 the National Science Foundation (NSF) grant proposal written in conjunction with Vermont  
40 Technical College and Community College of Vermont focussing on developing information  
41 technology associates degrees at both those institutions. Oyama also reported that  
42 - the CDC has been recommended for approval of a \$50,000 Program Innovation  
43 grant which will be used to support the manufacturing, engineering and robotics  
44 programs and will also be used for training of CDC teachers in these areas as well  
45 as math and science teachers at MAU and Arlington. Vermont Technical College  
46 math and science professors will also participate in the project and help the CDC  
47 determine how better to prepare students within these areas to meet the  
48 engineering and manufacturing needs of regional businesses  
49 - Tom Haskins, CDC Automotive Teacher, will receive his NATF certification, a  
50 strenuous industry certification program, once students return and observe him  
51 teach  
52 - both Carl DeCesare and Adrian Sebborn have completed extended curriculum  
53 training during the summer.

54 Matteson noted that the informal cooperation between the CDC teachers and MAU and  
55 Arlington math and science teachers is very productive, and that the National Science  
56 Foundation grant proposal, now that the preliminary application has been approved, now

1 moves into a fully defined and detailed program application. Oyama also agreed to confirm  
2 that Doug Webster, Vermont Department of Education Industry Skills Standards specialist  
3 and point person on the NSF project, will meet with the board in September when it  
4 convenes in Arlington. In other business, Matteson agreed to write, as board chair and with  
5 the assistance of Oyama, letters of commendation to faculty who complete professional  
6 development activities or receive industry certifications that are above and beyond typical  
7 and usual professional development activities. In response to a question from Burgess,  
8 Oyama reported that graduating students are surveyed for post-graduate activities, and that  
9 in the future this information will be shared with the board. Matteson also noted that reports  
10 come back from employers on a regular basis regarding CDC students who are placed in  
11 Coop programs or go on to permanent employment in area businesses.

12  
13 In other business, Oyama reported that Frank Spencer, Principal at the Twin  
14 Valley High School, would like the RGB to discuss with his school board the possibility of  
15 Twin Valley students taking classes at the CDC as well as at MAU. Johnson agreed to work  
16 with the SVSU Superintendent and the MAU board to determine MAU program opportunities  
17 and costs in this scenario, and Matteson further noted that students could also take general  
18 education courses through the Community College of Vermont. Members also agreed that a  
19 formal letter should be sent to the Superintendent if response to these questions (costs,  
20 program opportunities) is not received in a timely manner.

- 21  
22 6. Finance Committee: Lamb reported/ commented on the following activities of the Finance  
23 Committee
- 24 - the General Ledger Revenue report has been revised and is now easier to  
25 understand
  - 26 - a second report is needed to generate current month expenses on the General  
27 Ledger Expense report
  - 28 - now that the data files are actually in-house (as opposed to residing in SVSU  
29 Central Office data files), the general ledger reports can be tailored to include more  
30 detailed information
  - 31 - staff has reconfigured the warrant schedule such that the Agenda packet will be  
32 sent out two days earlier (on Tuesdays, instead of Thursdays)
  - 33 - the board will take action on the Travel Conference procedure at its September  
34 meeting
  - 35 - the auditors have been asked for an opinion on the use of the tax-exempt number  
36 for the activity accounts.

37 In concluding action, Peaslee moved and Lamb seconded a motion to approve the  
38 Nomination of Valerie Mould as Office Manager. After Oyama agreed to report back in a  
39 year's time on the effectiveness of this management rearrangement, the motion passed  
40 unanimously.

- 41  
42 7. Marketing and Outreach Committee: Lamb reported that this committee met with Jamie  
43 Grainger, CAT-TV, to discuss ways in which CDC board meetings could be televised live  
44 (and if this isn't possible, then broadcast after the fact) throughout the county. Lamb noted  
45 that
- 46 - live broadcast in the Manchester area is currently not possible because CAT-TV  
47 and Greater Northshire Access TV (GNA-TV) do not have the required technology  
48 to do so
  - 49 - Grainger indicated that broadcasting after the fact on GNA-TV shouldn't be difficult  
50 and the committee agreed to research the issue further by meeting with  
51 representatives from both cable providers
  - 52 - students within the Video Productions Program may be asked to film board  
53 meetings taking place outside the CAT-TV service area
  - 54 - ComCast is in the process of buying out Adelphia, and this provides CDC with an  
55 opportunity to place all issues on the table as ComCast goes through its licensing  
56 procedures (although the time for public comments may already be closed)

- 1           -    having the ability to simultaneously broadcast live meetings with both cable  
2           providers would be of benefit to other committees and boards throughout the  
3           county.

4   Lamb also noted that the committee reviewed the Adult Education Fall Program flyer.

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- 6   8.   Education Committee: Bacon reported that this committee did not meet this month.
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- 8   9.   Policies Committee: Johnson report that this committee did not meet during the month.
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- 10  10. Negotiations: Matteson reported that contract negotiation with the Director is on-going and  
11   that he anticipates be able to present this to the board during the September meeting, and  
12   thanked Oyama for her patience in this matter. Matteson further reported that contracts with  
13   the Business Manager and the Adult Education Coordinator have been signed, and that  
14   although the teacher contract appears to have been settled, the contract itself has not been  
15   signed.
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- 17  11. Facilities Committee: Peaslee reported that this committee will meet once the lease  
18   agreement between CDC and MAU has been signed.
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- 20  12. Other:
- 21   a.   *The Board on the Road*: Members noted that the September meeting is scheduled to be  
22   held in Arlington, and agreed to car pool to that meeting as possible.
- 23   b.   *Legislative Breakfasts*: Matteson suggested that all members are welcome to attend the  
24   monthly Legislative Breakfasts, and Oyama agreed to e-mail details about these  
25   meetings, which usually take place the first Monday of the month, to board members.
- 26
- 27  13. FYI: Items included in the Agenda packet but not discussed during the meeting included
- 28   -    the Minutes of the 6/16/05 RGB Finance Committee
- 29   -    the 6/22/05 Bennington Banner article about CDC students attending the
- 30   SkillsUSA convention and competitions
- 31   -    the Treasurer's *Statement of Cash Flow for 7/1/05 – 7/31/05*, dated 8/1/05
- 32   -    the *General Ledger Revenue and Expense* reports for July, 2005.

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34  At 6:50pm, Peaslee moved and Lamb seconded a motion to move to Executive Session to  
35  discuss contracts, and the motion passed unanimously.

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