

Regional Governing Board Meeting Minutes: December 18, 2006

Location: Assembly Room, Career Development Center

Members Present: Claude DeLucia; Kevin Goodhue; Leon Johnson (arrived 6:26); Fran Kinney; Robert Kobelia; Frank Lamb, Chair; Ed Letourneau; Jon Peaslee; Rob Sperber.

Staff Present: Richard Addison, CDC Instructor; Nichole Forest, CDC Instructor; Neal Hogan, CDC Instructor; Wes Knapp, SVSU Superintendent; Greg Lewis, CDC Business Manager; Randy Martel, HFCU Representative; Bob Montgomery, Asst. Director; Donna Oyama, Director; Sandra Redding, Office Manager; Abby Skidmore, Student Representative; Julie Tanner, HFCU Representative; Casey Thomas, CDC Student; Jacob Waterman, Student Representative. Stephanie Lanque, Student; Jamie Falco, HFCU Representative.

Video: Videotaping for CAT-TV: Chris LaFountain, CDC Student.

Recorder: Barb Schlesinger

Lamb called the meeting to order at 6:00pm, and asked for any additions to the agenda. There were none. Kobelia moved and Goodhue seconded a motion to approve the agenda as presented, and the motion was so carried.

1. Public Comments: None presented.

2. Heritage Family Credit Union (HFCU): Addison noted first that the official title is credit union, not bank. He further stated that the board would be receiving a proposal about setting up a student branch of HFCU. Addison briefly gave a history of his work; he worked for Bennington County Credit Union (BCCU) for a long time and was involved with the merger of BCCU and Heritage last January. Guests introduced were: Julie Tanner, Branch Manager HFCU; Randy Martel, VP Systems; Jamie Falco, Assistant VP Human Relations (also liaison between credit union and schools). Falco distributed an updated handout then proceeded with his presentation, with a question & answer period following.

Falco thanked the Board and CDC for entertaining their proposal. HFCU hopes to partner with CDC to model fairly closely a program similar to the one in place at Stafford Technical Center in Rutland, whose program has been in operation for a number of years.

Program goal is education - providing financial education, real-life work experience, and partner with Hogan and his accounting class to achieve that - not a profit center. The purpose of the project is a partnership between Heritage, CDC and the accounting class. Without a partnership and a common set of goals it will not work. The program is meant to be run by students with HFCU and teacher oversight. The goal is to have students feel it is partly their business. This program provides an opportunity to:

1. learn good employment skills,
2. learn and apply marketing skills,

3. learn what goes into running a business (chance for marketing projects).

Regarding partnership, HFCU will look to CDC, Hogan in particular, to help with the necessary accountability from students and make it part of the curriculum/ grade so students feel it is important.

I. Physical Space:

Falco directed the board to figure 1 (pg 5) depicting the recommended space near the Atrium (T2 and T1 - teller space), and schematic (pg 4) depicting how the branch will be configured. There will be 2 teller spaces with computers, for the students to handle transactions, et al. Also noted was the gate that will close and lock at night.

II. Requirements (pg 1): Proposal is for HFCU to share equally in cost with CDC. The best-guess estimate (including to-be determined costs on pg 2) is roughly \$30,000 to get it up and running.

III Training and support: HFCU is there to help and support to insure a good experience for students.

1. 3-4 students will be selected from the accounting program to work as branch tellers. This select number will provide for continuity in training and repetition, ensuring that students will actually “learn” to be tellers as opposed to running entire classes through. Stafford program (in Rutland) uses an entire class (8 students). CDC’s approach will be an improvement.

2. Working as a teller will compliment accounting program, providing real-life experience working with financial products and services.

IV Employee Orientation: HFCU will provide specific training for students regarding privacy and compliance issues. Credit Union is open to everyone in the building. HFCU recognizes that teachers will have questions regarding privacy concerns – “will students (tellers) be able to see my account info?” Yes they will, it will be a live, fully operating branch. The students will be trained and held accountable. If they violate, there will be consequences.

1. HFCU’s insurance (bonding, liability, etc) will cover teachers and students working at the credit union

2. Teller training will take place at the HFCU’s Bennington branch before the CDC branch actually opens. Tanner and Hogan will coordinate when it takes place

3. Students will be expected to dress appropriately

4. HFCU will make themselves available for classroom training in job searching, interviewing skills, and the importance of good credit.

V. HFCU Support: HFCU will provide a teller from Bennington branch to work with the students at the CDC branch for as long as needed. Hogan and Tanner will decide the level of support needed. General oversight will be provided by Rutland. There will always be an adult present.

VI. Hours of Operation: Initial branch hours will be Tuesday, Thursday, Friday 11:30 -2:05 to coincide with Campus Store hours. These days and times can be adjusted.

VII. Marketing: Will be “in-class”, providing hands-on experiences teaching marketing skills.

Initial Marketing Campaign (also done in Rutland) – “Millionaire for the Week”

1. Each transaction performed by a student will be entered into a drawing
2. Weekly winners of prizes worth \$10 will be provided. Students determine prizes
3. Grand Prize winner will have \$1.0M (restricted) placed in an account in their name for 5 days. The dividends earned will be the winners to keep
4. Winner and 2 friends also goes to lunch with Oyama and HFCU’s CEO
5. HFCU Marketing Dept (Rutland) will promote this initiative.

VIII. Timeframe:

6. HFCU will work with CDC to come up with an Approved Timeline
7. 6-8 weeks after Board approval
8. Initial target date of late February or early March if all goes well

Q & A, Discussion, Comments

× Peaslee asked how the students were selected. Hogan replied that the more advanced students would be used, 12th and 11th graders that would hopefully continue. It would be an extension of the existing program, the hours would be reallocated.

× Oyama: This is meeting some of the program competencies and addresses some competencies more in-depth than before

× Kobelia: 1) 50% of setup cost is CDC’s responsibility. Lamb noted that the money was allocated for in capital expense. Lewis concurred. 2) Regarding the overhead grill/door - is to scale? It is like a store’s, not a garage door.

× Delucia: Will students approve loans. Hogan: No, that will be offsite at Bennington branch.

× Kinney directed to Oyama: 1) What about the lease agreement with MAU, how does that affect it? Oyama replied that Jim Marsden has approved plan as it is. There will be no cost to MAU, and the only physical impacts will be the gate frame and counter. 2) After the students are running the branch and they no longer need CFCU, there will be an adult. Will it be someone from CDC? Will it cost more for that person? Oyama: Yes, it will be someone from CDC and it won’t cost more money.

- × Peaslee: How old to open an account? Falco responded they have “Minor accounts”, so students can open an account.
- × Lamb noted that there would be material available and classes on finance. Many people excited about students learning about personal finance.
- × Falco said they would make themselves available. Conduct two classes this year – one on Finance - importance of good credit: credit scores, how to handle, apply for loans, not messing up your first credit card, et al. “How to be prudent.” Lamb: Willing to do seminars? Falco: Yes, for that class and others who are interested.
- × Sperber: What type of accounts? Falco: Savings, checking, low balance credit cards, credit builder loans (forced savings at same time as building credit), overdraft protection. Again, very low balances. Idea is to establish credit line. More details in brochure. Credit card accounts are designed for students 15 – 17 years old.
- × Delucia: How many students will participate? Falco: 3-4 to run the branch. Initially 1 student and 1 classroom teacher.
- × Skidmore: Great idea.
- × Jacobson: Are the finance classes available only for the “teller” students? Falco: No, they’re available for the whole class.
- × Johnson: Questions a credit union being inside an institution. Is it fair to the other business in town? Having a credit union setting up shop in a school environment is what he is having a problem with. Cited the influence on student’s minds, being exposed to one business and carrying on after that (i.e. name recognition). “What students grow up with is what they carry on with”. It is an advantage to the banking institution. The classes are not a problem, just the unfairness of having a branch onsite.
- × Oyama: Wrote a letter last week to all the other banks in Bennington as an invitation to participate in any kind of educational training that they would like to.

Lamb called for a vote: Peaslee moved and Kobelia seconded a motion to accept the proposal. The motion carried with six approving (Goodhue, Kobelia, Lamb, Letourneau, Peaslee, Sperber) and three opposing (Delucia, Johnson, Kinney).

3. Career Cluster Presentations:

DECA: Dick Addison addressed the board and passed out a handout. DECA is a national marketing association. The D and E stand for Distributive Education.

- 20 students involved in program

- Marketing “contests” on local, regional and national level

- March 2007 – State Conference, April 2007 - National competition in Orlando

- 15 days travel per year

- CDC Store received a national award from DECA with 8 students receiving “silver” recognized. (2,500 to 3,000 school stores in country)

- All activities tied to marketing curriculum.

FBLA: (Future Business Leaders of America) Nicky Forest, Advisor, introduced Skidmore (presenter) and Casey Thomas (State Secretary and CDC student). Skidmore explained that there are twenty-two members this year. FBLA is a way to give back to community. Fundraising events are held to raise money for the Spring Conference and the BROOC Food Drive. The group was also involved in the Haunted House in Pownal this past October and the March of Dimes.

SkillsUSA: Klein and Lanque (President & student). Technical difficulties prevented them from displaying their PowerPoint presentation. Student leadership program that applies to a broader number of programs rather than being specific.

- Healthbowl Team – Awarded Bronze (last year Silver). On map nationally.

- Lanque spoke of the experiences at the State Leadership Conference and also at the Nationals in Kansas City. As president, she is working to push team further in fundraising and volunteerism so they can go back to Nationals.

Lamb thanked the students and teachers for coming in and for a new, fresh perspective on what is happening at CDC.

4. Consent Agenda: Kobelia moved and Delucia seconded a motion to approve the Consent Agenda. The motion passed unanimously. The Consent Agenda, as approved, included

- The Minutes of November 20, 2006 as amended (Peaslee)

- SWVRTSD Payroll Warrants #30-31 in the combined amount of \$67,566.41

- SWVRTSD Payroll Warrants #33-34 in the combined amount of \$64,015.86

- SWVRTSD Vendor Warrant #32 in the amount of \$12,005.69

- SWVRTSD Vendor Warrant #35 in the amount of \$84,256.15

- Nominations for CTSO Advisors: Richard Addison, DECA Advisor; Nichole Forest, FBLA Advisor; Wendy Klien, SkillsUSA Co-Advisor; William Steller, FFA Advisor; Barbara Gorbaty, SkillsUSA Co-Advisor.

- DECA Field Trip (April 26 - May 2, 2007 to Orlando Florida).

Discussion:

Peaslee requested that 11/14/06 minutes reflect that he asked a question about the lease and it was not answered (pg 3)

Kinney: Transfer Equipment Purchase (bus, tire change equipment, etc) Lamb noted that the Finance Committee was approved to vote approval on the grant purchase at the 11/14 meeting.

5. Student Representative's Comments:

Waterman brought up the topic of availability of outside classes. Discussion followed with Oyama responding that CDC can't offer beyond school day. She is working with Department of Education to change, but not now. Peaslee noted that the Board defines "school day" per state law. Lamb noted that the state obligated to support. Knapp explained state funding per 1.0 FTE is 1.0. Therefore extra courses beyond the 1.0 FTE would not receive funding for anything more, which is unique to Vermont. Redefining "school day" is needed for funding. If students are fulltime at Mount Anthony, the 1.0 allotment is already used, therefore there is no additional funding for a student who takes a class after school hours. Oyama concurred. Oyama noted tech-ed FTE is a maximum of 240 minutes per day of instruction per student. Knapp mentioned briefly the Superintendent's report because that is one of the things to be worked on this year. Lamb drew Letourneau's attention to that fact for the Education committee.

6. Committee Reports:

Education: Letourneau noted that the committee did not have a quorum. There was short review of the program of studies, it is essential the same as last year's with the addition of several new programs. Comment was made that committee members need to attend. Goodhue stated that more than two days notice was needed. Lamb noted that meetings should be regularly scheduled.

Facilities: Peaslee spoke with Sean-Marie Oliver and after budget they will have a meeting with MAU.

Finance: The committee approved the bus and tire changer as authorized at the November 14 Board meeting. Lamb noted that the total came in under budget. Lamb noted a draft copy of the budget was given to the Board, there will be no discussion until the next finance committee meeting January 4. Lamb noted that the meeting would be the time for all questions, discussion, etc.

The Board's January meeting will be Martin Luther King's Birthday (January 15). Lamb reiterated that the Budget would be voted on at this meeting. A motion was brought forward to change the date of the next Board meeting to Tuesday, January 16. Peaslee moved and Johnson seconded. The motion was carried with eight voting for and one against (Peaslee).

Outreach & Marketing: Did not meet.

Policy: Did not meet. Johnson noted that they were covered.

7. Chairman's Report:

- Lamb noted that four members are up for reelection. Johnson, Kinney, Cefalo, and Lamb. Those who intend to run will need to get a petition from Tim Corcoran, Bennington Town Clerk, 30 signatures needed.
- Working on a plan for next year to contact Hoosick Fall students, Wes will be involved. He would like to see a plan out of administration for classes for other schools. Lamb noted last month's report about satellite courses – "The time has come to make it happen". Oyama noted that she spoke with Burr & Burton last week. They are interested in a CDC course there running with the same schedule they have. CDC is working on the details.
- Lamb inquired about Purple Thursday. Oyama replied it went very well. It is finishing out and has been quite successful.

8. Superintendent's Report:

Knapp congratulated the students on their successes at their national competitions. Knapp reported:

- He met last Monday with the Commission and seven State Trustees. The Commissioner reported the plan is not definite (what is going to be presented to legislature). The Commissioner said one area will be funding for technical education. (Knapp feels the funding formula is wrong). The Commissioner agrees that it is high time the legislature addresses it. He also wants to address the disincentive for schools to send their students to a technical center. Equity is also an issue. Students in VT who attend a high school that adjoins a technical center have a much greater opportunity to attend the technical center than other students. These students are getting cheated out of technical education. Knapp is trying to come up with a way to fund technical education so that 1) schools that send students do not see a financial disincentive and 2) the students who would like to take classes in addition to their regular course can. Currently the funding system does not allow for CDC to get reimbursed for students beyond the 1 FTE school day.
- Recommended again the Twilight Program, an extension of the day to late afternoon and early evening hours, after the regular day has ended. It allows students to work in the field, taking courses after their workday. It works for most but not everyone. It has allowed some children to be very successful in their course work by providing structure and improving the home economy.
- Regarding the budget, the highest health insurance cost will not exceed 8.5%
- The recent vote to send 6th graders to MAUMS will help CDC; MAUMS has facilities easily used by Project Lead the Way or a similar pre-engineering/ technical program. The earlier students are exposed to engineering programs the better.
- Knapp has a Friday meeting at 3pm with Dennis Wells (hired negotiator). The meeting will cover the plan: what the Board wants, how Wells will work with us. Wells works by the hour rather than by a flat rate, therefore his hours can be minimized, hence cheaper. Wells will propose that Knapp, Norm Bartlett (NDA), Bob Rascowitz (NEA), and himself work on the language in contract (comes to Board for final approval), but anything dealing with finance Wells will get involved directly with the Board. The meeting is not an open

meeting, it's Executive Session type material.

Montgomery asked how the services will be assessed for CDC. Knapp replied that it has not been firmed up, it will be a percentage decided after the meeting.

Oyama asked the cost for supervisory services next year. Knapp replied that SVSU is finalizing their budget Thursday night. Oyama requested to see it before they meet. Knapp and Oyama will make arrangements for that Tuesday morning.

9. Director's Report:

Oyama reported first on two activities/ programs:

1) Adrian Sebborn's Artificial Intelligence program. The students were challenged to develop a system that synchronized lights to any music. The students designed a system to accomplish this, employing computers, technology, and electronics, resulting in last week's display in the horticulture window – the CDC logo, a moose, and Happy Holidays, with music changing the lights. All current second-year and most first-year students worked on this project. The first-year students are already working on a more sophisticated project for next year.

2) Last week, students from Engineering Design, Business Management, and MAU's math class (Mr Herbert's class) were involved in a Program Innovation Grant project researching a local company's product design. They tried out the product, noted various conditions, and provided suggestions for improvement. The effort is part of a Scenario Assessment (industry, teachers, and Department of Education). It is a pilot for industry certification. When CDC is finished it will be given to other Vermont technical centers as a model.

Oyama also reported:

- Today she met with two other tech directors and a member of Department of Education to change legislation to ensure a steady funding for tech-ed equipment. The current equipment grant requires going to the legislature yearly asking for money. They are looking to amend a current law that will put a formula in it ensuring a steady stream of money without having to ask on a yearly basis.

- The very nice table arrangements are from the horticultural class. Lamb asked that a thank you letter be sent to them.

Johnson asked about the progress of the cosmetology program. Discussion followed with Oyama noting that the program will be very selective to ensure success. Montgomery noted there are 10-12 students on the list (primarily sophomores) that fit into the 150 minute block for next semester. There are also 4-5 adults that have expressed interest. The next step is for Lauren to access the interested students. Interview process will be carried out by instructor and Sue Maguire will approve the applicants to ensure graduation. Kinney raised questions about the three figures he has seen (16,240/ 36,000/ 41,000) for the instructor's salary. Discussion followed regarding non-form procedure.

Kinney made a motion to rescind the vote. Discussion followed as to what the figures entailed and how they were arrived at. Kinney moved twice to rescind the vote. Oyama noted that rescinding the vote would

essentially stop the program, students would be lost, and there would be no time to resume program preparation.

10. Executive Session: Kobelia moved and Goodhue seconded, with all in favor, to go into executive session at 7:23 to discuss the cosmetology program and instructor salary. The Board returned at 8:00 PM

Kinney motioned and Kobelia seconded to rescind the cosmetology program vote. All voted in opposition except Kinney.

11. Other:

- Oyama reported on the NEASC reports progress. Montgomery and Oyama need to approve them before they come to the Board. There is a need for a special meeting in January solely for approving the NEASC. The meeting needs to be held before the regularly scheduled meeting.

Words of appreciation were extended to Redding for her holiday and yearlong treats. Oyama noted that Redding provided them herself, donating her time and expenses. Lamb motioned and Latourneau seconded a motion for the Board to consider at the end of the year for Redding to receive a stipend. The Board agreed unanimously.

At 8:04 Sperber moved and Kobelia seconded a motion to move to adjourn and the motion passed unanimously.