

Regional Governing Board Meeting Minutes: January 16, 2007

Location: Assembly Room, Career Development Center

Members Present: Claude DeLucia; Kevin Goodhue; Frank Lamb, Chair; Ed Letourneau; Jon Peaslee; Rob Sperber.

Staff Present: Bill Burfreind, SVRTSD Treasurer (left at 6:17); Bruce Lee-Clark (left at 6:05), Greg Lewis, CDC Business Manager; Bob Montgomery, Asst. Director; Donna Oyama, Director; Stephanie Peters, CDC Instructor (left at 6:45); Sandra Redding, Office Manager; Jacob Waterman, Student Representative.

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

Recorder: Barb Schlesinger

Lamb called the meeting to order at 6:00pm, read the agenda and asked for any additions. There were none.

DeLucia moved and Goodhue seconded a motion to accept the Agenda. The motion passed unanimously.

Board Member Introductions. There were none.

Public Comments: Lee-Clark reported on the NEASC Decennial Evaluation. Lee-Clark elaborated on what NEASC (New England Association of Schools and Colleges) is and what the process involves.

ü Lee-Clark passed out a memo regarding an upcoming visit on March 26-29, 2007 when NEASC will perform their evaluation. He underscored the importance of the RGBs presence at the Monday, March 26 Opening Banquet beginning at 5PM in the Atrium.

ü Lee-Clark noted that the Regional Governing Board would need to take action on the Report. Board members will be receiving their copies in the mail this week; the Reports will be mailed Wednesday, January 17.

Career Cluster Presentation: Peters spoke of the Human Services Program. The Program is for students who want to learn about working with people. Future careers encompass: social work, counseling, school counseling, childcare, early childhood education, medical professions, teaching, et al. The first-year student's curriculum covers:

- Life Span (birth to aging)

- How to get a job (resume/ cover letters/ interviewing)

- Exploring Careers

- Different Stages of Life: Adulthood (substance abuse, domestic violence); Teen (depression, risk taking behaviors, stress management); Children (discipline, importance of play); and Infants (pre-natal development and its impact on later development).

Second-year students focus on working with children and their families. These students learn about:

- Planning appropriate activities for children

- Substance abuse in families

- Mental illnesses specific to children

An Articulation Agreement with CCV was added to the program last year. Students who are two-year completers (have completed all the competencies) along with meeting other criteria can receive up to twelve credits at no cost. Two students have taken advantage of this offering. This agreement is advantageous to students who directly enter the childcare field as teachers because VT State Licensure requires these twelve credits. It can also be a head start for the seventy-five percent of the program students that go on to college.

Co-op placements for first-year students are with the VT Veterans Home and local elementary schools. Second-year students are with Molly Stark Family Center, a local registered home day care, and the On-site Lab.

Discussion followed in which Peters noted that she has a high enrollment although it is difficult for college-bound students to participate because of scheduling. Some students enter the Program their sophomore year (with special permission) and use Year 3 as Independent Study, there are also first-year seniors enrolled.

Peters noted two benefits of the On-Site program:

1. The Children and Literature book activity curriculum. Her students are now able to interact with “real children” rather than other students during “Pam’s Booktime”.

2. She now has a “common language” with her students regarding the activities, experiences, and children her students are involved with.

Consent Agenda:

Sperber moved and Goodhue seconded a motion to approve the Consent Agenda. The motion passed unanimously.

The consent Agenda included:

- The Minutes of December 18, 2006
- SWVRTSD Payroll Warrant #36 in the amount of \$ 69,771.01
- SWVRTSD Payroll Warrant #37 in the amount of \$ 10,918.22
- SWVRTSD Vendor Warrant #38 in the amount of \$ 77,278.66
- SWVRTSD Payroll Warrant #39 in the amount of \$ 60,264.40
- SWVRTSD Payroll Warrant #40 in the amount of \$ 2,383.50
- SWVRTSD Vendor Warrant #41 in the amount of \$ 18,044.57
- The Resignation of A Brian Doxsee from the Regional Governing Board

Lamb requested that a Letter of Thank You be sent to Doxsee for his years of service. Peaslee noted that Doxsee should also receive a t-shirt.

Treasurer's Report:

Burfeind read through the Cash Flow and Account Balances Cumulative Report (12/31/06), noting that it was comfortable. The Treasurers will return at the end of the quarter.

7/1/06 thru 12/31/06 12/1/06 thru 12/31/06

Beginning balances were: 632,770.89 999,954.04

Balance after inflow was 2,878,609.54 1,796,712.43

Disbursements were: 1,448,401.41 366,504.30

Cash balance as of 12/31/06 is: 1,430,208.13 1,430,208.13

Committee Reports:

ü Education Committee: Did not meet

ü Facilities Committee: Did not meet

ü Finance Committee:

The Committee met January 4, 2007 and voted to recommend approval of this budget. The Draft Budget is presented in two parts; #1 is designed for the taxpayers, and #2 shows the grants (which is required by the State to be included in the report). The Budget is \$3,145,142, a 3.92% increase over last year. Total Tuition per FTE is \$11,480.45 (an increase of 4.54%); Local Tuition increases \$145.69 (up 3.16%).

Discussion: Lewis read through the budget and detailed line-by-line equipment and computer inclusions. Lewis also noted that the Contingency Line was \$76,710.98, representing 2.5% of the budget. Peaslee would like to see upcoming budgets designate a plus/minus indication.

Peaslee brought up the SVSU Contract. Discussion followed regarding signing of the contract, incorrect dates, savings to CDC, Contract Negotiator's payment and the Business Manager and Accounting Clerk lines. Lamb noted that this was the first time any of them had seen the Contract.

The Board was in consensus that SVSU (Central Office) be invited to the next Board Meeting to answer questions.

Peaslee moved and Goodhue seconded a motion to approve the Budget as it stands. The motion passed unanimously.

ü Outreach and Marketing: Did not meet

ü Policy: Did not meet

Chairman's Report: Lamb gave no report.

Superintendent's Report: Knapp was not in attendance.

Director's Report:

Oyama reported on several things coming up:

- ü Teacher In-service Day, January 22: Instructors will use this day to prepare for the second semester starting January 23.

- ü Adult Education Spring Brochure: (Handout 1). To receive a copy call 447-3506 or go to the new CDC website (svcdc.org). The brochure and signup are both online.

- ü Program of Studies (Handout 2): This Program, containing the courses for next year, is also on the website. Students will receive the Program along with MAUHS Program of Studies. The Program will also be sent to other area schools.

- ü Class Enrollment will be beginning soon. Oyama noted that although the process can take six to eight months, the majority are completed by March.

- ü NEASC Project: The packet has been approved by Administration and now is being passed to the Board for their approval. The project has spanned one year and includes eleven individual, plus one overall report(s). In March, the NEASC Committee will review the Report and determine CDC's accreditation for the next ten years. Oyama requested that if the Board members had any questions or comments to please call her ASAP. Oyama also noted that a timely Special Meeting will need to be held for the Board to vote on approving the Report.

It was agreed that a Special Meeting will be held January 25, 2007 at 5PM to vote on approval of the NEASC Report.

- ü Catamount Rotary Meeting, February 20: Lamb, Oyama, Mazur, and Montgomery will be giving a presentation.

- ü Budget Warning will be January 30, 5PM

Executive Session: None

Other:

The Board discussed the Contract Language procedure and Knapp's role in it (RGB Minutes 12/18 page 6, line 3). It is believed that Knapp will represent the Board, bringing Language reports back to the Board on a regular basis. It was also noted that Letourneau should especially be "in the loop"; Oyama will remind Knapp's secretary that Letourneau is on the Board and needs to be invited to meetings.

Letourneau expressed his feeling that Student Representatives should receive Meeting Packets. The packets were put aside for them; Oyama and Redding will ensure they receive them in the future.

At 6:55 Peaslee moved and Goodhue seconded a motion to move to adjourn and the motion passed unanimously.