

# Regional Governing Board Meeting Minutes: August 20, 2007

**Location:** Assembly Room, Career Development Center

**Education Committee Members Present:** Gloria Alexander, Justin Corcoran; Claude DeLucia; Kevin Goodhue; Leon Johnson; Fran Kinney; Bob Kobelia; Frank Lamb, Chair; Ed Letourneau; Rob Sperber.

**Members Absent:** Jon Peaslee

**Staff & Others Present:** Jessica Ericksen, CDC Outreach Coordinator; Wes Knapp, SVSU Superintendent; Greg Lewis, Business Manager; Bob Montgomery, Asst. Director; Donna Oyama, Director; Sandra Redding, Office Manager; Ellen Strohmaier, Treasurer.

**Videotaping for CAT-TV:** Ashley Bump

**Recorder:** Barb Schlesinger

Lamb called the meeting to order at 6:30 PM by welcoming everybody back from the Board's month hiatus. The Board reintroduced themselves individually for the benefit of the television audience. Lamb called for Public Comments and heard none. Lamb then read through the Agenda, noting the addition of the Treasurer and her report.

Kinney moved and Kinney seconded a motion to accept the Agenda. All were in favor.

## **Consent Agenda:**

Kinney moved and Johnson seconded a motion to accept the Consent Agenda. All were in favor.

## **The Consent Agenda included:**

- Approval of the RGB June 18, 2007 Meeting Minutes as amended

(Pg 4 Line 34 change will to should)

- Approval of the RGB July 24, 2007 Special Meeting Minutes

- SWVRTSD Payroll Warrant # 74 6/27/07 in the amount of \$ 65,340.69

- SWVRTSD Payroll Warrant # 75 6/27/07 in the amount of \$107,326.13

- SWVRTSD Payroll Warrant # 76 6/27/07 in the amount of \$ 17,512.51 190,179.33
- SWVRTSD Payroll Warrant # 1 7/16/07 in the amount of \$ 30,361.49
- SWVRTSD Payroll Warrant # 2 7/16/07 in the amount of \$ 80.77 30,442.26
- SWVRTSD Payroll Warrant # 4 7/30/07 in the amount of \$ 46,288.44
- SWVRTSD Payroll Warrant # 5 7/30/07 in the amount of \$ 891.35 47,179.79
- SWVRTSD Payroll Warrant # 7 8/20/07 in the amount of \$ 15,835.46
- SWVRTSD Payroll Warrant # 8 8/20/07 in the amount of \$ 80.77 15,916.23
- SWVRTSD Vendor Warrant # 77 6/27/07 in the amount of \$ 27,077.43
- SWVRTSD Vendor Warrant # 3 7/16/07 in the amount of \$ 93,391.32
- SWVRTSD Vendor Warrant # 6 7/30/07 in the amount of \$ 63,559.85
- SWVRTSD Vendor Warrant # 11 8/20/07 in the amount of \$ 16,697.24
- Request to reallocate FY 2007 Funds – Payment #2 MAU Woodchip System

**Discussion:**

There was brief discussion regarding the request to reallocate monies from the Utilities and Building Maintenance funds from FY 2006 for the 2nd payment to MAUHS (FY 2007) for the woodchip system. There is one more payment which is included in the FY 2008 budget. It was also discussed if this request should be included in the Consent Agenda, and the Board agreed that it should.

Johnson requested the June 18, 2007 Minutes, Page 4, Line 34 be amended to read “Johnson noted there SHOULD (will) be a new Organizational chart in August/ September.

Johnson asked for clarification on the monthly lease for the Toshiba copier, wasn't it covered with MAU? Lewis explained that CDC piggybacks with SVSU, however makes separate payments.

**Treasurer’s Report:**

Treasurer Strohmaier read her Cumulative Cash Flow and Account Balances as of June 30, 2007 Report which included summaries of both the 6/1/07 through 6/30/07 period and the July 1, 2006 through June 30, 2007 FY.

6/1/07 – 6/30/07 7/1/06 – 6/30/07

Beginning Balance \$1,014,282.38 \$ 632,170.89

Add 21,543.25 3,168,104.60

Total Disbursements - 366,521.04 - 3,130,970.90

Cash Balance as of 6/30 \$ 669,304.59 \$ 669,304.59

### **Introduction of New Staff Members & Director's Report:**

Oyama noted that Debbie Carey, the new Accounts Payable person, started July 1 and is working out very well.

Oyama then introduced Jessica Ericksen, CDC's new Outreach Coordinator, who started August 1. Jessica has already had two outreach meetings and is currently preparing for the August 27th Informational Session at the SVSU Teachers Professional Development Day. This is part of the two day (August 27/28) in-service that also encompasses training and meetings.

Oyama attended the "Take the Helm" Conference with nine others last week. It was excellent. CDC will be doing some of the activities they learned at the conference during the year.

Administration met with the Department of Labor this summer re Act 46, Career Awareness / Workforce Preparation. Tech centers will be able to write grants from this legislation. CDC is working with the School/Work Partnership to write a grant, along with working with MAUMS and MAUHS to develop activities for this grant.

Ericksen expressed her pleasure at having been given the opportunity and is looking forward to this new endeavor.

### **Student Database & Guidance Support Nomination:**

Oyama nominated Cheryl Blair for the newly created half-time student database/ guidance support position will start August 21. She will be in the ESP contract as 1st Step.

Johnson moved and Goodhue seconded a motion to accept the nomination. All were in favor.

### **CTSO Advisor Nomination Forms:**

#### **Oyama nominated the following for Club Advisors:**

FBLA Advisor Nichole Forest

SkillsUSA Co-Advisor Barbara Gorbaty

SkillsUSA Co-Advisor Wendy Klein

DECA Co-Advisor Neal Hogan

DECA Co-Advisor Lauri Wright

Lamb asked if the Board would like to accept these nominations as a package. Goodhue moved and Johnson seconded a motion to dispense of this package. All were in favor. Secondly, does the Board accept the nominations of these people for these positions? All were in favor.

The Board member's packets were then collected by Administration because of the personal content.

### **Policy Warnings:**

Johnson requested that the policy warnings be voted upon individually.

### **# 5002C Student Harassment**

Discussion: Alexander questioned the verbiage in line 6, specifically the word "sex" and suggested that

"gender" be used instead. Delucia commented that the difference is, in essence, grammatical. The Committee will take it under advisement.

Lamb asked for clarification (page 3, section f) as to who would select the designated employees.

District, in CDC's case, would be Director.

Kinney moved and Corcoran seconded a motion to approve the Warning of Policy # 5002C. All were in favor.

### **# 5075C Substance Abuse**

Kinney moved and Corcoran seconded a motion to approve the Warning of Policy # 5075C. All were in favor.

### **# 5090C Interrogation**

Goodhue moved and Alexander seconded a motion to approve the Warning of Policy # 5090C. All were in favor.

### **# 5180C Tobacco**

Kinney moved and Goodhue seconded a motion to approve the Warning of Policy # 5180C. All were in favor.

### **# 5185C Anaphylaxis**

Discussion: Letourneau requested that “anaphylaxis” be explained to the public. In essence, it is a violent allergic reaction requires immediate response by CDC staff.

Kinney moved and Goodhue seconded a motion to approve the Warning of Policy # 5185C. All were in favor.

### **# 5200C Fund Raising**

Kinney moved and Goodhue seconded a motion to approve the Warning of Policy # 5200C. All were in favor.

### **# 5266C Educational Support**

Kinney moved and Goodhue seconded a motion to approve the Warning of Policy # 5266C. All were in favor.

### **# 5265C FERPA**

Kinney moved and Goodhue seconded a motion to approve the Warning of Policy # 5265C. All were in favor.

Knapp explained that this policy establishes who has the legal right to view a student’s file.

### **# 5400C Safety Policy Students**

Kinney moved and Goodhue seconded a motion to approve the Warning of Policy # 5400C. All were in favor.

### **# 5411C HIV-AIDS Policy**

Kinney moved and Goodhue seconded a motion to approve the Warning of Policy # 5411C. All were in favor.

Policy Discussion: Montgomery inquired re “bullying” versus “harassment” policies; will there still be two separate ones? Johnson explained briefly how the policy adoption process works. Knapp elaborated that a lot of time has been spent on the bullying policy. SVSU’s policy is in process and here will be minor changes. When SVSU’s policy is in place, CDC will then be able to start their process to adopt it into their policy. Lamb explained to the viewers that CDC is separate from SVSU and that CDC modifies SVSU’s policies to reflect CDC’s needs. CDC uses SVSU’s policies until they are modified.

### **Committee Reports:**

#### **Community Awareness:**

Corcoran reported that they had met with Outreach this evening. They are currently concentrating on CDC’s image in community and with local businesses and colleges.

Alexander reported that the committee is working on plans for tours for area students. She feels it is very

important to include adult students. Gloria also suggested for community awareness a Feedback Breakfast with invited community members to share ideas and feedback for improvements.

### **Ericksen reported on two upcoming events:**

1. Sophomore Summit: a hands-on experience for high school students at Bennington College April 10.
2. Women Can Do at Vermont Tech, October 11, for female students grades 9-12. Its purpose is to promote gender equity.

### **Chairman's Report:**

Lamb reported that the Board will be working with the legislators regarding a more flexible school day/ time.

The Education Committee will need to work on a specific job description for the Superintendent of Schools, which NEASC reported they did not find. NEASC also questioned how much is paid specifically to Knapp for his specific services (not SVSU's services). Currently there is a list of Knapp's "functions," however NEASC wants to know specifically what Knapp does to get paid.

Goodhue noted that the Education Committee was devising a form to review the position but were told that Knapp couldn't be reviewed because of the contract. Knapp feels the CDC, because they are not part of SVSU, should have a mechanism in place for evaluation. Knapp noted that he had a number of Superintendent Evaluation documents that he would be happy to share.

Lamb and Montgomery will be touring border towns in NY to collaborate with on a "Cross State School District". Currently in place are ones for students going from Vermont to New Hampshire, New York and Massachusetts. We need reciprocal ones. Letourneau noted that there is a provision in state law to create interstate school districts, which are more efficient and economical.

Lamb noted another item for the Education Committee to address, the state law that states, "sending schools are not to duplicate courses that are taught at the Career Center". Lamb suggests a letter to the sending schools reminding them of this law.

Lamb commented on the immense improvement of the flowerbeds in the front of the CDC and thanked the Administration staff (Donna & Bob) and Jessica for their work in weeding and cleaning the area up. Donna and her husband replanted the area over the weekend. That the administrative staff would go out and do this gave him a warm and fuzzy feeling. There was then discussion as to who was supposed to do it. Previously Horticulture maintained the area. If there is no Horticulture program per se, this necessary maintenance will have to be budgeted for in the future. It was suggested that students handle the maintenance for the rest of the season.

### **Superintendent's Report:**

Knapp officially welcomed the two new employees, Blair and Ericksen and wished them the best. He is happy

to be back, having been busy with ad hoc BSD meetings regarding the sale and relocation of the Catamount School. Knapp spoke of the Green Handbook (Student Handbook) and noted that Tech Schools hold a higher standard for attendance. Tech students cannot afford to miss time because of the demands of the courses, especially in regards to machinery, certification and safety. Higher attendance standards are also beneficial to students in regards to learning work ethics and job skills.

Knapp brought Board Training Packets, recognizing that not everyone can always make the training session. At a meeting in Montpelier Knapp met a person that approached the legislature in the hopes of getting legislation passed requiring board members to get training. Knapp appreciates that we do not have that problem.

Knapp reported that SVSU approved the purchase of the new financial software program. Benefits include efficiency, the reduction of man-hours and significant annual savings in the processing of purchase orders; everything is done electronically. Payroll should be online by January 1. NEMRC will still be used side-by-side with the new program for this fiscal year. Is CDC interested? Knapp is extremely impressed with the software and encouraged CDC to look at it. Johnson commented that he saw the presentation and was very impressed and recommended the Board go with it. Lamb noted the process is in the works, CDC will need its own stand-alone system, and the software reps will be talking to the Finance Committee who will report to the Board. Knapp further elaborated through examples on what the system can do and emphasized that the program is state of the art, where a technical center should be.

Knapp reported that in-service this year would be different; the first couple of hours will be info booths for the new teachers and students rather than speakers

Negotiations with ESP have resulted in a tentative contract settlement. The teachers are currently involved with fact finding. Lamb noted that CDC board would have to vote on the ESP Contract.

**Executive Session:** None

**Other:**

Johnson addressed job descriptions. He noted that the Board's primary responsibility was to develop policy for the district. Second was for someone to develop procedures for these policies. Above all, there is the need for someone connected to the Department of Education that is responsible for recommending policies and policy changes from the State to the Board. Knapp covers this last requirement. What is needed is to have someone who, in their job description, is responsible for providing policy information to the Board. The person responsible for this is the Director. Oyama will add this to the Organization Chart.

Oyama presented the Organizational Chart handout on screen. This matrix shows duties/ departments and who oversees/is responsible for them. Donna read through and explained her job duties which include:

→ Communications with RGB, Superintendent & State Associations, Sending schools

→ School and Community Relations

→ BSWP Executive Committee Member

→ Supervision and Evaluation of Faculty and Staff (shared with Montgomery)

→ Class/ Teacher Scheduling (shared with Montgomery)

→ Human Relations <-> SVSU HR Dept (Marie Shutts & Knapp)

→ Office Operations à Office Manager (Redding)

→ Consultant Contracts (Oldcastle Theatre)

→ Grant Management (Perkins)

→ Budget & Finance (Lewis and Finance Committee)

→ Professional Licensure (of the teachers)

→ Technology à Technology Coordinator (Mike Lawler)

→ Industry Certifications (new one is Tommy Haskins)

→ Articulation Agreements / Dual Enrollment (entire State)

→ Building Use (day) [evening – Bob Mazur]

→ Field Trips (out of State) [Donna-> Knapp -> Board]

Johnson noted that policy stands on field trips being overnight or day rather than in or out of State. The Director should be involved in the over nights. This should be corrected to reflect policy.

Alexander noted how helpful this Organizational Chart is. Lamb concurred.

Oyama noted that Montgomery has taken on Program Development, Curriculum Development and Program of Studies, which he did not have last year.

Johnson spoke of the MAP testing, wanting to pass along to the Education Committee the benefits of the format of this testing and the feedback that it provides for both the instructor and the student by providing background information that shows a student's strengths and weaknesses. This will help the students, parents, and media improve the education of the student. Discussion centered on current CDC testing. Oyama noted that first year students will be taking Math and English assessment in the first weeks of the new school year. This will be a "diagnostic" testing showing a student's strengths and weaknesses. Teachers will discuss the results with the students. The Special Needs Coordinator will also be involved. Johnson also wants to see the students with exceptional abilities challenged. The fact that this type of evaluation is available at CDC is a selling point that the Outreach Program should capitalize on in the community.

Montgomery spoke of his pride in the effort Mike Lawler has put out, arranging the Computer Loaner Program

(35 units are available) and in the EDLine software that gives parents and students their own personal accounts to information such as homework assignments, test dates, etc.

At 8:00PM Kinney moved and Goodhue seconded a motion to adjourn and the motion carried.