

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: November 19, 2007**
3 Assembly Room, Career Development Center

4
5 Members Present: Justin Corcoran; Claude DeLucia; Kevin Goodhue; Leon Johnson; Fran Kinney;
6 Bob Kobelia; Frank Lamb, Chair; Ed Letourneau.

7
8 Members absent: Gloria Alexander; Bob Kobelia; Jon Peaslee; Rob Sperber.

9
10 Staff and Others Present: Wes Knapp, SVSU Superintendent; Greg Lewis, Business Manager; Steve
11 Love, Auditor; Bob Montgomery, Asst. Director; Donna Oyama, Director; Sandra Redding, Office
12 Manager; Sean-Marie Oller, SVSU Board.

13
14 Videotaping: Ashley Bump

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16 Recorder: Barb Schlesinger
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19 Lamb called the meeting to order at 4:05PM, noting the Agenda was shortened to fit with the events
20 of the Capital Tree Celebration being held Downtown this evening. There were two additions to the
21 Agenda, Superintendent Knapp's Report and Corcoran's Outreach Committee Report.

22
23 **Corcoran moved and Kinney seconded a motion to accept the Agenda. All were in favor.**

24
25 **Public Comments:** There were none.

26
27 **Audit Report:**

28 Steve Love, representing the auditing firm Fisk Reed & Love, commented that overall, it was a good
29 year financially; the firm was very happy with the accountability of the district and the internal controls.
30 Love then highlighting the following pages of the report for the fiscal year ending June 30, 2007:

31
32 Page 1. *Independent Auditor's Report*. A background summary of the audit.

33 Pages 2-11. *Management's Discussion and Analysis Section*. This section includes some of
34 the activity of the school district over the year presented in a condensed format using
35 layman's terms. This information was reviewed, not audited.

36 Page 12. *Statement of Net Assets*. This beginning auditor statement summarizes all of the
37 governmental activity and includes capital assets and long-term liabilities not included
38 elsewhere. The total assets: were \$1,306,299; total liabilities: \$106,858; and total net
39 assets: \$1,199,441.

40 Page 13. *Statement of Activities*. This statement represents the functions/ programs, their
41 revenues and expenses. Expenses were \$3,195,634; total Program Revenues were
42 \$3,058,744 [Charges for Services \$925,052 and Operating Grants & Contributions
43 \$2,133,692]; the Net (Expense) was \$136,890. Total General Revenues (Interest
44 income and Miscellaneous) were \$146,787, leaving a positive Change in Net Assets
45 of \$9,897.

46 Page 14. *Balance Sheet (Governmental Funds)*. This sheet reflects total liabilities and fund
47 balances per the General Fund, Carl Perkins Fund, Adult Education, and other
48 Governmental Funds. Total Assets were \$722,231 (\$696,052 from General Fund);
49 Total Liabilities were \$90,991 (\$85,894 General Fund); Fund Balance was (reserved
50 and unreserved) \$631,240; with Total Liabilities and Fund Balances of \$722,231
51 (\$696,052 General Fund).

52 Page 15. *Reconciliation of the Governmental Funds Balance Sheet*. Capital assets less
53 liabilities equal \$584,878; with long-term liabilities not reported (not due) being
54 \$16,677.

- 1 Page 16. *Revenues, Expenditures and Changes in Fund Balances*. Again, broken down by
 2 funds with the lion's share being the General Fund. Total Revenues were
 3 \$3,201,606; Total Expenditures were 3,133,176; Excess of Revenues were \$68,430
 4 (\$55,304 in General Fund and \$13,126 in Adult Education). The Total Fund Balance
 5 as of June 30, 2007 was \$631,240.
- 6 Page 17. *Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund*
 7 *Balances to the Statement of Activities*. The Total Net Change in Fund Balances was
 8 \$68,430 with a change in net assets of \$9,897.
- 9 **Page 18. *Statement of Fiduciary Net Assets (Fiduciary Funds)*. Love noted an error in this**
 10 **report, liabilities being shown as \$42,819. In actuality, the liabilities are \$33,342. This**
 11 **page will be corrected and reinserted.**
- 12 Pages 19-22. Love noted that these pages are the "footnotes" to the Financial Statements.
 13 There were no changes to the accounting policies this year.
- 14 Page 23. Love emphasized that all the District's cash balances were either insured by the
 15 Federal depository or collateralized with securities.
- 16 Page 24. Detail of the Capital Assets. The Furniture and Equipment balance increased from
 17 \$1,587,480 (June 30, 2006) to \$1,623,432 (June 30, 2007). This page also in
 18 includes Reserve Fund Balance (\$62,880), a section on Pension Plans and Risk
 19 Management (page 25).
- 20 Page 26. Section 10 discusses Leases.
- 21 Page 27. Required Supplementation. This report highlights the deviation(s) from original to
 22 final budget by both Revenue sources and Expenditures that include: Direct
 23 Instruction, General & administrative, Plant maintenance & safety, Student support
 24 services, Technology support services, Construction costs, et al. Total Expenditures
 25 were budgeted for \$3,026,547. Actual was \$2,736,709, reflecting a favorable
 26 variance of \$289,838.

27
 28 Knapp questioned why, in comparing page 24 with page 6 (re Net Assets), the numbers did not
 29 reconcile. Love explained that page 24 reflected Capital assets and page 6 reflects all assets. Knapp
 30 further commented on fixed assets; noting that they are a far cry from replacement costs.

31
 32 **The Board will act on the Report when they get a Final Copy with page 18 replaced.**

33
 34 **Consent Agenda:**

35 **Johnson moved and Goodhue seconded a motion to accept the Consent Agenda. All were in**
 36 **favor.**

37
 38 The Consent Agenda included:

- 39 - Approval of the RGB October 15, 2007 Meeting Minutes
- 40 - Approval of the RGB October 11, Education Committee Meeting Minutes
- 41 - Approval of the RGB October 29, Education Committee Meeting Minutes
- 42 - SWVRTSD Payroll Warrant # 21 & 22 10/11/2007 in the amount of \$ 65,975.20
- 43 - SWVRTSD Payroll Warrant # 24 & 25 10/25/2007 in the amount of \$ 68,831.50
- 44 - SWVRTSD Payroll Warrant # 27 & 28 11/08/2007 in the amount of \$ 69,573.46
- 45 - SWVRTSD Vendor Warrant # 26 10/29/2007 in the amount of \$ 55,831.61
- 46 - SWVRTSD Vendor Warrant # 29 11/19/2007 in the amount of \$ 30,940.78
- 47 - Approval of Student Representatives

48
 49 **Superintendent's Report:**

- 50 → Knapp commented on his draft handout that Tim Holbrook requested, MAU Enrollment
 51 Projections FY09-FY21. Knapp noted that around FY12 Mount Anthony starts to become a
 52 900-student high school. Enrollment then levels at approximately 900 for the next five-six
 53 years. Based on these trends, CDC should plan accordingly, since 95% of its enrollment
 54 comes from MAU. DeLucia requested that the draft also include FY08.

1
2 → Infinite Campus. Last week Jim Boutin gave a presentation on this new software, which is
3 replacing WinSchool. SVSU has approved this purchase for the cost of \$100,000. There will
4 be no charge to CDC to use it. This software will schedule students somewhat differently.
5 Infinite Campus prioritizes courses, students will need to rank their choices numerically when
6 scheduling. It is important that students give a high priority number to CDC classes; there is
7 a possibility if they do not enrollment will drop. CDC's schedule will not drive MAU's schedule.
8 There may be a way to tweak the program by putting priority on the course itself. The
9 program also allows the Instructors to post their grades from home.

10
11 Letourneau expressed concern of the possibility of putting a high priority on any course with a
12 student already enrolled in the program. If software kept the student out of his program, could
13 that be construed as a violation of the Department of Education rule concerning interfering
14 with Tech Center courses? Knapp clarified that the law states that a high school cannot do
15 anything to obstruct students taking tech center courses. That does not mean that the Tech
16 Center's courses drive the schedule. The goal is for everyone to be able to complete his or
17 her Program sequence. Knapp stressed that it is the student's responsibility to put the
18 needed Tech Center classes at a high priority when they schedule.

19
20 Lamb summarized that there will be a plan to keep enrollment from dropping because of
21 scheduling problems. Johnson noted that a proactive person from CDC was necessary to
22 monitor the implementation of the program. Oyama, Montgomery and Swisher have already
23 discussed this and Swisher will monitor.

24 25 **Committee Report:**

26
27 Outreach: Corcoran reported on the following activities:

- 28 → The Community Breakfast, was held November 13th at the Samuel Safford Inn. The
- 29 Outreach Committee received very good feedback.
- 30 → The next Marketing Meeting will be held November 27th at 9:30.
- 31 → Jessica's newsletter went out with report cards to all CDC, MAU and Arlington
- 32 students. The committee is looking for a cost effective way to increase distribution.
- 33 → Tour dates have been set up for the public on December 7 from 1-2 or 6-7.

34 35 **Directors Report:**

36 Oyama reported on:

- 37 → The FBLA field trip she attended in Buffalo New York. Two of the nine CDC students
- 38 attending are Vermont State Officers.
- 39 → The Main Street celebration this evening for the Capital tree. Forestry Instructor David
- 40 Dence, along with his students, were involved with the cutting of the trees. The route to
- 41 Washington DC will include stops at numerous Veterans Homes along the way.
- 42 → The nomination form handed out this evening for the Cosmetology Para. This will not
- 43 be acted on tonight because it was not on the Agenda. Oyama requested a Special
- 44 Meeting be held November 26 for the Board to approve the hiring of the candidate.
- 45 → CDC has received notification from NEASC that they have voted to continue
- 46 accreditation. The letter had many commendations and several recommendations.
- 47 There will be a two-year review, a five-year visit and then CDC will be clear for ten
- 48 years. Oyama offered her thanks to all for the work done with this lengthy task.

49
50 Discussion followed concerning the Cosmetology Para position in regards to why a special meeting
51 was needed, why the position is beginning December 1, applicants, the position's hours and
52 background Board approval materials.

53

1 As to why the position could not be acted upon this evening, Lamb summarized by stating that a) it
2 was not on the agenda and b) the Board did not have all the info needed to act on it. Knapp
3 expressed his concern about interviewing someone that day, not having the Approval on the agenda,
4 and than approving them that evening. It looks bad to the public. As to having a Special Meeting to
5 approve the candidate, Knapp commented that he has offered no less than 2000 jobs to teachers
6 pending Board approval. Oyama expressed her reservations about hiring someone that the Board
7 has yet to approve. Lamb recommended that the Board get the background information tonight, vote
8 to approve at the next regular Board Meeting and to hire the candidate and inform her that the
9 position is pending approval. As to the position's contract, that also will be taken care of at the next
10 regular meeting along with the ESP contract.

11
12 Oyama explained the reasoning behind the December 1 hire date was to allow for transition time
13 before the merging of the two classes into one next semester. Knapp noted that there are actually
14 three dates involved: 1st - the date when the position is offered to the candidate, 2nd – the date when
15 the Board approves, and 3rd – the date when the candidate is actually eligible, i.e. after the
16 background checks are complete.

17
18 Johnson brought up the recent article in the Bennington Banner about CDC and a Superintendent.
19 Oyama reiterated that the Education Committee was given the task of coming up with a job
20 description for the superintendent and are investigating different options and scenarios. A model has
21 not been settled on yet. As to why a description was needed, Lamb noted that NEASC questioned
22 why there was not one. Having one also provides an answer for the incoming Superintendent when
23 he/she asks, "What would you like me to do?"

24
25 **Executive Session:** None

26
27 **Other:**

28 Cindy Brownell, SVSU Board Chair, would like DeLucia to be a representative on the Superintendent
29 Search Committee.

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31 **Johnson moved and Corcoran seconded a motion to approve DeLucia as CDC Representative
32 on the Superintendent Search Committee. All were in favor.**

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34 **At 5:10 PM Kinney moved and Corcoran seconded a motion to adjourn and the motion carried.**

35
36 **Attachments:**

37 **Audit**
38 **RGB October 15 Meeting Minutes**
39 **RGB Education Committee Meeting Minutes: October 11th and 29th**
40 **Payroll Warrants 21, 22, 24, 25, 27, and 28.**
41 **Vendor Warrants 26 and 29**
42 **Revenue and Expenditure**
43 **CDC Student Representatives for 2007-2008**

44
45 **Addendums**

46 **Knapp's Draft MAU Enrollment Projections**
47 **Cosmetology Para Nomination Form**
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