

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: April 21, 2008**

3 Assembly Room, Career Development Center
4

5 Members Present: Claude DeLucia (Acting Chair); Justin Corcoran; Kevin Goodhue; Rickey
6 Harrington; Leon Johnson; Fran Kinney; Ed Letourneau.
7

8 Members Absent: Gloria Alexander; Bob Kobelia; Frank Lamb; Rob Sperber.
9

10 Staff and Others Present: Jessica Ericksen, CDC Outreach Coordinator; Wes Knapp, SVSU
11 Superintendent; Greg Lewis, CDC Business Manager; Bob Montgomery, Assistant Director;
12 Donna Oyama, Director; Sandra Redding, Office Manager; Ellen Strohmaier, Treasurer; Bill
13 Swisher, CDC Guidance; John Waller, Banner Reporter; James Weber, Student
14 Representative.
15

16 Videotaping for CAT-TV: Daniel May
17

18 Recorder: Barb Schlesinger
19

20
21 At 6:30pm DeLucia called the meeting to order, noted the web address of CDC and
22 welcomed everyone.
23

24 **Public Comments** None
25

26 **Agenda**

27 DeLucia asked the Board members if they had any additions to the Agenda under Other.
28

29 Johnson would like to discuss what MAU is doing regarding their science department in light
30 of the recent Banner article regarding Mau adding a greenhouse to their building.
31

32 Letourneau would like to discuss MAU's intent to drop block scheduling and the effect this
33 action will have upon CDC. Knapp noted that he would be addressing this in his report.
34

35 Oyama brought up the Treasurer's report. DeLucia called for questions for the Treasurer.
36 Hearing none, Goodhue moved and Johnson seconded a motion to accept the Treasurer's
37 Report.
38

39 **Consent Agenda**

- 40 - Minutes of the March 13, 2008 Special Meeting
- 41 - Minutes of the March 17, 2008 RGB Meeting (as amended)
- 42 - Minutes of the March 25, 2008 Director Search Committee Meeting
- 43 - Minutes of the April 1, 2008 Outreach Committee Meeting
- 44 - SWVRTSD Payroll Warrant # 53/ 54 3/28/2008 in the amount of \$ 69,963.46
- 45 - SWVRTSD Payroll Warrant # 57/ 58 2/28/2008 in the amount of \$ 79,964.17
- 46 - SWVRTSD Vendor Warrant #56 3/28/2008 in the amount of \$125,524.82
- 47 - SWVRTSD Vendor Warrant #1001 4/21/2008 in the amount of \$ 12,745.05
- 48 - Field Trips
 - 49 ▪ SkillsUSA Monday thru Saturday, June 23-28 Kansas City MO

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Discussion

It was noted that the minutes from the April 13, 2008 Education Committee meeting were not included. As to these minutes, Letourneau noted that the Meeting was warned; however it was in essence a brainstorming meeting with faculty. No actions were taken; therefore there were no minutes. Oyama verified this was legal with Deb Markowitz, Vermont Secretary of State and Tim Corcoran.

DeLucia noted a correction needed in the March 17, 2008 RGB Meeting Minutes; page 3, line 7 should read “that the contract had been approved, therefore, why a Special Meeting?”

Goodhue moved and Harrington seconded a motion to accept the Consent Agenda. All were in favor.

Auto Field Trip - Tuesday thru Thursday, April 29 –May 1 Loudon NH

Johnson moved and Goodhue seconded a motion to open the Field trip for discussion.

Knapp, noting that he had approved the trip, asked for an explanation for the benefit of the viewing public. Montgomery explained that the students and Haskins would be attending a Ford sponsored competition. This year’s car will be a Focus. There has been a challenge this year getting a donated vehicle for the students in light of the lack of local Ford dealerships. The instructor and the students spend time prior to the competition getting to know the car. At the event, the timed competition is centered on each team getting a car with “defects” and then fixing them. Last year CDC’s team placed second overall, resulting in fifteen thousand dollars in scholarship money. Two CDC students will be attending this year. Montgomery has volunteered to be the second chaperone on this trip, but is wondering if it is necessary for a second chaperone. Harrington expressed his appreciation for the explanation.

Harrington moved and Kinney seconded a motion to let Haskins be the only chaperone. Johnson explained the reasoning behind the Policy requiring two chaperones, noting that in an instance of an accident or sickness, Policy provides for an adult always to be present. Johnson then called for refusal of the motion. Harrington and Kinney both withdrew their motion.

Corcoran moved and Goodhue seconded a motion to accept the Field Trip. All were in favor.

CDC Presentation

Oyama, along with Ericksen and Swisher, gave a “live” presentation of the CDC website, www.svcfdc.org. Focusing on the homepage, they explored and explained the major links, showed what they contain and explained all that CDC offers.

1) High School Students and Parents

This section features

- FAQ. This section answers most student questions including the application process and scheduling.
- CDC Programs. This section is arranged by Career Clusters and provides information on graduation requirements.

- 1 ▪ Guidance Services
- 2 ▪ Student Organizations. This section highlights the organizations available to
- 3 students and gives detailed information about their activities and achievements.
- 4 ▪ CDC Handbook. All Policies and Procedures are included in this section. There
- 5 is also a link to the Faculty Directory, which now contains a link to each
- 6 instructor and staff's mailbox and an updated bio and picture for that person.
- 7 ▪ Co-op Work Experience
- 8 → Job Shadowing. This is a one-time event.
- 9 → Career Work Experience. This is unpaid work experience that the student
- 10 receives credit for.
- 11 → Cooperative Work Experience. This is paid work experience that the student
- 12 also receives credit for.
- 13 → Supervised Work Experience. This is very similar to Cooperative Work
- 14 Experience.
- 15 → Student Apprenticeships. Apprenticeships are set up with local businesses if
- 16 the class is not offered at CDC.

17 2) Adult Education

- 18 ▪ Online Training
- 19 ▪ Online Education Portal. Allows the instructor to communicate directly with
- 20 parents, both public and private information. Assignments are posted and can
- 21 be received by the instructor. Almost "inter-active",
- 22 ▪ CDC on Campus Classes

23 3) Area Employers

24 4) YouTube Videos

25 There are currently four video commercials for CDC being linked to. Their "theme"

26 is "Where Your Future Begins". There have been 12-13K hits from schooltube on

27 these commercials.

28

29 In summation, Oyama invited all to visit and explore www.svcdc.org, noting that there is

30 much more than was touched on tonight.

31

32 Johnson inquired as to who updates the site. Oyama responded that the updating is done

33 by a Webmaster and noted she is very prompt in replying to requests. Ericksen inquired as

34 to how many "hits" the site has generated. Oyama replied approximately 10,000 a month.

35

36 Johnson expressed his approval of the site, noting it is state of the art and exactly what he is

37 looking for in representing CDC. Johnson suggested using it as a tool at schools when

38 visiting for recruitment. Swisher agreed that this was an excellent suggestion and he will

39 incorporate it.

40

41 **Director's Report:**

42 Oyama reported that:

- 43 → Site work has begun on the Laura Lane property where Building Trades will be
- 44 building their next home. Dale McLenithan has created an access road to the
- 45 site and the Forestry students have started clearing the house site. The
- 46 drainage plan has been completed. Jim Goodine is involved in the project.
- 47 → The Annual Scholarships available to students include the Terry Ehrich
- 48 Memorial (\$1500), the Ralph Watson Memorial (\$500), the James Quinn
- 49 Memorial (\$500), and the Robert P Scanlon Memorial (\$1,000 minimum).

1 Students also receive scholarships throughout the year from colleges. Knapp
2 noted that Rotary has a new scholarship available for technical education.
3 Donna will talk with Tom about this and follow up on it.

- 4 → In the Board packet, Donna included a courtesy memo regarding the necessary
5 replacement of four servers. Originally the cost was estimated to be \$30,000 to
6 \$40,000. In actuality, the cost will be \$14,418.43, below the \$15,000 threshold
7 required for Board approval. Funding will come from the unspent Horticulture
8 Program. Oyama noted, that because of significant improvement in technology
9 and a reduction in computer equipment costs, four servers can replace the six
10 needing replacement.
- 11 → Enclosed in the packet was an updated Schedule of Meetings sheet that she
12 developed with Chair Frank Lamb. The May meeting will be held in Dorset at
13 the elementary school. Swisher will have meeting details posted on the site
14 along with direction to the Dorset location.
- 15 → Committee assignments were also included in the packet.

16 17 **Student Representative's Comments**

18 Weber, Vermont State FBLA president, spoke of the upcoming Atlanta conference in June.
19 Five to six students will be representing CDC. Weber noted that the competition is fierce,
20 the tension high, and it is a very cool experience!

21 22 **Committee Reports**

23 There were no regular Committee meetings to report on.

24
25 Oyama reported that there would be a joint Finance and Education meeting next week.

26
27 Goodhue reported that the Director Search is continuing. They will be interviewing four to
28 five people in the next couple of weeks.

29 30 **Superintendent's Report:**

31 Knapp reported:

- 32 ▪ He thinks the web page is outstanding! It will definitely be a helpful tool in recruiting.
- 33 ▪ Manufacturing imbedded credit was approved and the Health program's has not
34 been approved yet. Montgomery noted that now it is back to the MAU Board.
- 35 ▪ Regarding the Director Search, there are four semi-finalists. The interviews will
36 begin April 29 at 3PM. The interview(s) will last one hour and also include a tour of
37 CDC. Knapp feels that the candidates should have conducted a web site tour prior
38 to their interview(s) and this action (or lack thereof) should be a determiner in
39 selection.
- 40 ▪ According to Bill Swisher, projected enrollment is better than last year. Knapp
41 expressed that he feels the updated web site will help enrollment increase.
- 42 ▪ Senate Bill 348, which concerns requiring students to either stay in school or training
43 until they reach eighteen, has been ordered to lie. MAU has been investigating a
44 "Twilight Program". The stereotypical dropout does not exemplify the kids CDC
45 would benefit; those students who do not fit the traditional mold but want an
46 education.

1 **Other:**

2 **MAU Proposed Greenhouse**

3 Oyama reported that Tim Holbrook, Frank Lamb, Sue Maguire and herself met to
4 discuss using the CDC's greenhouse for the needs of MAU's Biology Department. At
5 that point CDC did not have the new Agro ecology enrollment numbers. Having the
6 enrollment numbers now, it is projected that there will be three classes and therefore
7 CDC will be using their greenhouse for almost the entire day. Hence, there is no
8 opportunity for MAU to use the space. Johnson opened the discussion as to why this
9 topic was not brought to the RGB. Corcoran concluded the discussion with the
10 question, what was to discuss? There is no ramification for CDC, but we should aim
11 for better communication in the future.

12
13 Johnson raised the point that MAU should not be developing programs that are
14 available at CDC. Discussion followed regarding duplicating tech courses. Oyama
15 noted that the Biology enhancement sought by MAU is for students in the earlier
16 grades and could well spark an interest in students applying to and attending CDC as
17 they progress. She also expressed that the chair should assign someone to ensure if
18 this turns into an opportunity for CDC that happens. Oyama would also like a policy or
19 mechanism for MAU and CDC to "share" a teacher.

20
21 It was noted that the air quality, i.e. the heating and cooling in the CDC greenhouse is
22 in disrepair and the ventilation should be repaired. Discussion followed as to how this
23 repair could be capitalized on to provide solar power for the facility. Discussion
24 followed regarding offering an Alternative Energy Program at CDC. Montgomery
25 spoke of a project two MAU teachers, Jesse Hebert and Brian McGuiness, and Carl
26 DeCesare are involved in; the use of bio fuels and alternative energy. MAUMS is a
27 possible site for wind turbines. Kinney expressed his doubts that turbines would fly,
28 but supports solar.

29
30 Letourneau and Oyama noted that new programs must meet two of the three Federal
31 and State requirements; "High Skill, High Wage and High Demand/ Emerging".

32
33 **Block Scheduling Change**

34 Oyama talked with Clark Boisvert and requested CDC have a presence on the
35 Scheduling Committee. Letourneau pointed out there could be an influx of students as
36 a result.

37
38 **New Servers**

39 Johnson opened discussion as to the transfer of funds from Horticulture to the purchase
40 of servers; when did this happen and was it proper? Usually the Finance Committee
41 would recommend to the Board for approval. Oyama responded that it had not
42 happened yet. However, they need to be replaced and are not in the five-year
43 equipment budget. Being there was money budgeted for Horticulture and the Program
44 did not take place that money could be used for this purchase. Johnson reiterated that
45 you cannot take money from one account and give to another without Board approval.

46
47 **403(b) Committee**

48 DeLucia brought to the Board's attention a memo regarding a weblink and
49 communication pertaining to background reading for the Committee he is on. The

1 SVSU Central Office is working on tax-deferred savings for employees, it is the
2 education version of a 401.
3

4 **At 8:24 Corcoran moved and Johnson seconded a motion to adjourn. All were in**
5 **favor.**
6

7 **Attachments:**

- 8 RGB Meeting Minutes – March 17, 2008
- 9 RGB Special Meeting Minutes – March 13, 2008
- 10 RGB Director Search Minutes – March 25, 2008
- 11 RGB Outreach Committee Minutes – April 1, 2008
- 12 Payroll Warrants #53, #54, # 57 & #58
- 13 Vendor Warrants #56 & #1001
- 14 Treasurer's Report & Revenue and Expenses Reports
- 15 Field Trips (2)
- 16 Committee Assignments
- 17 RGB Schedule
- 18 Memo regarding server replacement bids (Oyama)
- 19 SkillsUSA Award Announcement
- 20 Banner clippings re Forestry and Adult Learning (Klein)
- 21 Adult Learning correspondence to area businesses (Oyama)
- 22 NEMRC – BudgetSense Conversion memo (Lewis)
- 23 403(b) Committee correspondence (DeLucia)
- 24 CDC 2008/2009 Application
- 25