

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: November 17, 2008**

3 Assembly Room, Career Development Center

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

7
8 Members absent: Gloria Alexander; Rickey Harrington; Bob Kobelia.

9
10 Staff and Others Present: George Carpenter, SVSU Interim Superintendent; Jessica Hill,
11 CDC Outreach; Bruce Lee Clark, CDC Instructor; Greg Lewis, Business Manager; Steve
12 Love, Auditor; Bob Montgomery, Interim Director; Peter Odierna, BCIC; Rick Pembroke,
13 SVSU Business Manager; Sandra Redding, Office Manager.

14
15 Videotaping: Al Skidmore and assistant

16
17 Recorder: Barb Schlesinger

18
19
20 Lamb called the meeting to order at 6:30 and noted that Travel Meetings will begin again in
21 the spring.

22
23 **Agenda Additions:** There were none

24
25 **Agenda**

26 Johnson noted that Article IX be considered separately from "Policies to be Warned" and
27 that the Administrative Regulations for Policies 6383C and 6400C should not be considered
28 for Warning tonight. Order changes result with 403b being first, Public Comments second
29 and the Auditor's Report third.

30
31 **Corcoran moved and Johnson seconded a motion to accept the Agenda. All were in**
32 **favor.**

33
34 **403b**

35 Pembroke noted that he has returned tonight to get the Board's formal approval of the Plan
36 Document and the associated Investment Policy. All the relevant materials concerning the
37 plan were distributed electronically this past week. A Committee has worked on this
38 extensively since April.

39
40 Pembroke answered questions regarding if this was CDC's own document, the plan's
41 administration, the timing of the plan's adoption in relation to contract negotiations, what
42 would happen if the plan was approved but did not receive Board authorization and the
43 plan's administrative costs.

44
45 **Johnson moved and Goodhue seconded a motion to Ratify the 403b Plan. All were in**
46 **favor.**

47
48 **Public Comments:**

49 Lamb introduced Peter Odierna (BCIC) whose job it is to attract business and industry to

1 Bennington County. Lamb and Montgomery met recently with Peter to begin fostering a
2 strong partnership between CDC and BCIC.

3
4 Odierna reported that the economy's current downturn is cyclical; he is cautiously optimistic,
5 looking forward to the second half of 2009 being a more constructive environment. Odierna
6 further reported on the methodology Human Resource Managers use to fill their labor
7 needs. Bennington County is well positioned to attract new employers because of
8 Vermont's low electricity costs and because Vermont compared to its neighbors and in
9 particular NY state, appears stable in light of the recent upheaval in our national economy.
10 Work Force development is critical, the county needs to recognize this and position itself for
11 the future.

12
13 Discussion followed with Corcoran in total agreement to Odierna's assessment. Carpenter
14 queried as to what CDC can do. Odierna recommended more formal interaction between
15 the CDC staff and Board with area employers. He noted that strategically management is
16 planning 6/12/18 months ahead. CDC should position itself as "go-to" place.

17
18 Two areas of workforce development were discussed; the Vermont demographic trends and
19 females in manufacturing positions. Also discussed were projections for in the next 18
20 months and the need for employers to have a job bank that possesses both academic and
21 soft skills. In conclusion, Odierna noted that he BCIC is now located at 215 South Street
22 and has an "open-door" policy.

23
24 **Auditor's Report:**

25 Steve Love, representing the independent auditing firm Fisk Reed & Love, was present to
26 brief the Board on the SWVRTSD Financial Statements and Schedules as of June 30, 2008
27 along with the Independent Auditor's report. Love commended Lewis for doing a good job
28 providing all the few necessary adjustments.

29
30 Love noted that pages 2 -10 contained summarized info and then gave a brief run through of
31 the following pages/ reports:

32	Page 11	Statement of Net Assets	\$1,243,774	
33		Total Liabilities and net assets	\$1,423,641	
34	Page 12	Statement of Activities		
35		Net assets beginning	\$1,199,441	
36		Net assets ending	\$1,243,774	change 44,333
37	Page 13	Balance Sheet		
38		Governmental Funds		
39		General Fund (total Liabilities & fund balance)	\$774,251	
40		Carl Perkins Fund (total Liabilities & fund balance)	9,870	
41		Adult Education (total Liabilities & fund balance)	40,820	
42		Other Gov Funds (total Liabilities & fund balance)	854	
43	Page 14	Reconciliation Gov Funds Balance Sheet (Assets)	\$608,570	
44	Page 15	Statement of Revenues, Expenditures		
45		And Changes in Fund Balances		
46		Governmental Funds		
47		Revenues	\$ 2,941,426	
48		Expenditures	2,931,929	
49		Excess of revenues over expenditures	20,208	

1	Page 16	Reconciliation of the Statement of Governmental	
2		Funds and Changes in Fund Balances of Governmental Funds	
3		To the Statement of Activities	
4		Net Change	\$ 20,208
5		Change to net assets	\$ 44,333
6	Page 17	Statement of Fiduciary Net Assets	
7		Fiduciary Funds	
8		Cash Restricted (scholarship fund)	\$ 41,625

9 Love noted that pages 18 through 25 provided the footnotes, pages 26 through 28 showed
10 the variances between original and final budget and Compliance and Internal; Control were
11 in Section II. Love also commented that the software transition had been smooth.

12
13 **Letourneau moved and Goodhue seconded a motion to approve the Auditor’s Report.**
14 **All were in favor.**

15
16 **Consent Agenda:**

17 DeLucia requested the following items be removed from the Consent Agenda to be
18 discussed and voted on separately:

- 19
20 - Approval of the RGB October 14, 2008 Finance Committee Meeting Minutes
21 DeLucia requested that on Page 1, Line 17 “back” be stricken. Payroll was handled
22 by ADP, not “in-house” at CDC.

23
24 Johnson inquired of Montgomery as to the nature of the “incidents” (Page 1, Line
25 47). Montgomery explained that these were in-house, everyday situations where
26 the presence of a uniformed law enforcement officer would have been welcomed.

27
28 **Corcoran moved and Goodhue seconded a motion to accept the corrected (Page 1,**
29 **Line 17) minutes. All were in favor except Kinney who abstained.**

- 30
31 - Approval of the RGB October 20, 2008 Meeting Minutes
32 DeLucia inquired as to the reporting of Members Absent (Page 1. Line 8). DeLucia
33 noted that his absence was excused. It was noted that no distinction was made in
34 this standard reporting.

35
36 **Johnson moved and Goodhue seconded a motion to accept the minutes. All were in**
37 **favor except Kinney who abstained.**

- 38
39 - SWVRTSD Vendor Warrant # 1017 10/28/2008 in the amount of \$ 59,273.33
40 DeLucia inquired as to why the auditor was being paid prior to Board approval of the
41 Report. Consensus was that the work had been preformed and needed to be paid
42 for regardless of the timing of Board approval.

- 43
44 - SWVRTSD Vendor Warrant # 1019 11/17/2008 in the amount of \$ 22,443.55
45 Check number 9135, Reimbursement to the activity fund, was discussed.
46 Montgomery noted that the check was reimbursement for the DECA registration fee.
47 Normally this would be paid form the Activity Account, however in this instance the
48 amount is the Perkins Grant contribution.

1 **Goodhue moved and Corcoran seconded a motion to approve Vendor Warrants #**
2 **1017 and # 1019. All were in favor.**

3
4 The remaining Consent Agenda items included:

- 5 - SWVRTSD Payroll Warrant # 108 10/28/2008 in the amount of \$ 17,059.26
- 6 - SWVRTSD Payroll Warrant # 1016 10/28/2008 in the amount of \$ 54,606.28
- 7 - SWVRTSD Payroll Warrant # 109 11/17/2008 in the amount of \$ 18,358.76
- 8 - SWVRTSD Payroll Warrant # 1018 11/17/2008 in the amount of \$ 52,082.98

9
10 **Corcoran moved and Goodhue seconded a motion to accept the Payroll Warrants. All**
11 **were in favor.**

- 12
13 - Field Trip – FBLA
14 Thursday, November 13 thru Sunday, November 16 Washington DC

15
16 **Johnson moved and Goodhue seconded a motion to approve the FBLA Field Trip. All**
17 **were in favor.**

18
19 **Article IX:**

20 Lamb summarized by noting Article IX deals with the absolving of the Board. Currently, all
21 that is required is a majority vote of the county. The proposed Article changes this
22 countywide majority requirement to a majority vote in each individual town in the county.
23 This change parallels the State law governing Union School Districts.

24
25 **Johnson moved and DeLucia seconded a motion to run the Article IX Amendment**
26 **change by legal services for review before the final vote in December. All were in**
27 **favor.**

28
29 **Goodhue moved and Letourneau seconded a motion to Warn Article IX. All were in**
30 **favor.**

31
32 **Policies for Warning:**

33 It was noted that Administration Regulations are not to Warned. They are developed and
34 then reviewed by the Director and Superintendent. Johnson then read the following Policies
35 submitted for Warning:

- 36
37 ♦ 6230C Curriculum-Based Field Trips

38 **Goodhue moved and Corcoran seconded a motion to Warn Policy # 6230C All were**
39 **in favor.**

- 40
41 ♦ 6382C Home Study Programs Employee

42 **Corcoran moved and Kinney seconded a motion to Warn Policy # 6382C. All were in**
43 **favor.**

- 44
45 ♦ 6383C Evaluation of Students Transferring From Non-Public Learning
46 Institutions (without Regulations)

47
48 **Goodhue moved and Kinney seconded a motion to Warn Policy # 6383C. All were in**
49 **favor.**

1 ♦ 6400C Optimum Class Size (without Regulations)
2 **Kinney moved and Corcoran seconded a motion to Warn Policy # 6400C. All were in**
3 **favor.**

4
5 ♦ 7192C Correspondence to the Board
6 **Kinney moved and Corcoran seconded a motion to Warn Policy # 7192C. All were in**
7 **favor.**

8
9 ♦ 7194C Policy Review and Evaluation
10 **Goodhue moved and Corcoran seconded a motion to Warn Policy # 7194C. All were**
11 **in favor.**

12
13 ♦ 7195C Execution of Policy: Administrative Regulations
14 **Goodhue moved and Corcoran seconded a motion to Warn Policy # 7195C. All were**
15 **in favor.**

16
17 ♦ 7205C Directors' Conflict of Interest
18 **Goodhue moved and Letourneau seconded a motion to Warn Policy # 7205C. All**
19 **voted Nay.**

20
21 After discussion consensus was the Policy was not ready to be warned.

22
23 **Kinney moved and Letourneau seconded a motion to send Policy # 7205C back to the**
24 **Committee for further review. All were in favor.**

25
26 **Committee Reports:**

27
28 Director Search

29 Goodhue reported that on Monday, November 24 beginning at 8:30 AM, the six finalists
30 will be interviewed. From these six, three will be brought to the full Board for review
31 and approval. The three candidates will then each come to CDC and meet with
32 teachers, administration and the Board.

33
34 Finance

35 Lamb noted that the committee will begin meeting weekly starting next week to begin
36 work on budget.

37
38 Education

39 Letourneau reported that Adult Education Learning Institute enrollment is up 23%; 781
40 current students compared to 637 for the 2006/07-year. This is great considering the
41 economy.

42
43 Johnson requested that the data be graphed to show the growth, both for Learning
44 Institute as well as all areas and programs. Lamb requested administration put together
45 the information for next month's Board Packet.

46
47 Facilities

48 No Report.
49

1 **Superintendent's Report:**

2 Carpenter reported NESDEC, the selected hiring firm, has begun its work. The ads have
3 been placed and January 8, 2008 will be the close for applications. Interviews will be held
4 from January 15th through the first week in February. The new superintendent will be
5 selected by mid-February. The process will be completed by March 1.

6
7 Carpenter also reported of the recent SVSU Policy Committee meeting. The Criminal
8 Record Check policy was discussed. Carpenter feels that the system in place is very safe.
9 Lee Clark noted that "criminal records" are not always as they appear and recommends help
10 from the State's Attorney. Johnson summarized by noting the committee is still studying and
11 testing all the questions to see if there is room for improvement. There has been no change
12 yet.

13
14 **Chairman's Report:** The Chairman gave no formal report.

15
16 **Directors Report:**

17 Montgomery reported that:

- 18 → The CTSOs has been extremely active: DECA (Nashville), FBLA (Washington DC)
19 and SkillsUSA (Montpelier). Montgomery happily reported that the students have
20 been very well behaved.
- 21 → Cosmetology sponsored a fundraiser called *Passionately Pink* for the Susan G
22 Komen Fund. The students raised \$859.00.
- 23 → On Thursday, Bob will be traveling to Lake Morey for the Secondary Schools
24 Transformation Conference.

25
26 **Other:**

27 DeLucia praised the recent production of *Beauty and the Beast*.

28
29 DeLucia also expressed he felt the vote was premature regarding the vote approving the
30 purchase of the Unifund Software at the October 20, 2008 Meeting. DeLucia questioned the
31 legality of the vote because it was taken prior to the Superintendent's Report on the matter,
32 which he remembers as being a criteria for change. DeLucia would like to rescind the vote.
33 Lamb noted that vote rescission can only be done at the meeting in which the vote was
34 taken.

35
36 **DeLucia moved and Johnson seconded a motion to rescind the October 20 vote to**
37 **purchase the Unifund software. DeLucia, Johnson and Kinney voted in favor with**
38 **the remaining members voting Nay. The motion did not carry.**

39
40 **At 8:10 the Board agreed unanimously to adjourn.**

41
42 **Attachments:**

- 43 Finance Committee Meeting Minutes of October 14, 2008
- 44 RGB Meeting Minutes of October 17, 2008
- 45 Payroll Warrants #108, #109, # 1016, # 1018.
- 46 Vendor Warrants # 1017, #1019
- 47 Revenue and Expenditure
- 48 Field Trip – FBLA
- 49 For Warning:

1 Article # 9
2 Policy # 6230C/ # 6382C/ # 6383C/ # 6400C/ # 7192C/ # 7194C/ # 7195C/ #7205C
3 Auditor's Report.