

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: Tuesday, January 19, 2010**

3 Assembly Room, Career Development Center

4  
5 Members Present: Gloria Alexander; Justin Corcoran; Claude DeLucia; Rickey Harrington;  
6 Larry Johnson; Frank Lamb; Ed Letourneau; Jon Peaslee.

7  
8 Members Absent: Kevin Goodhue; Leon Johnson; Fran Kinney.

9  
10 Staff and Others Present: Dr Frank Barone, Director/ Superintendent; Greg Lewis,  
11 Business Manager; Bob Montgomery, Assistant Director; Sandy Redding, Office Manager.

12  
13 Videotaping: CAT TV

14  
15 Recorder: Barb Schlesinger

16  
17 At 6:30pm, Lamb called the meeting to order and wished all a happy and prosperous New  
18 Year.

19  
20 **Public Comments**            There were none.

21  
22 **Agenda Changes/ Additions**

- 23        1. The Chairman's Report will center around an update on pending legislation.  
24        2. Reminder of a Special Meeting to Warn the budget to be held January 26 at  
25        5:15pm. A quorum of six members is needed.

26  
27 **Peaslee moved and Harrington seconded a motion to set the Agenda. All were in**  
28 **favor.**

29  
30 **Consent Agenda**

- 31        - Minutes of the December 10, Strategic Planning Committee Meeting  
32        - Minutes of the December 21, 2009 RGB Meeting (as amended\*)  
33        - Minutes of the January 7, 2010 Special Meeting  
34        - SWVRTSD Payroll Warrant # 113      12/28/2009 in the amount of \$ 12,459.53  
35        - SWVRTSD Payroll Warrant # 1026    12/28/2009 in the amount of \$ 71,501.12  
36        - SWVRTSD Payroll Warrant # 114      01/19/2010 in the amount of \$ 13,380.37  
37        - SWVRTSD Payroll Warrant # 1028    01/19/2010 in the amount of \$ 60,237.12  
38        -  
39        - SWVRTSD Vendor Warrant # 1027    12/28/2009 in the amount of \$ 33,976.41  
40        - SWVRTSD Vendor Warrant # 1029    01/19/2010 in the amount of \$ 49,250.24

41  
42 \* DeLucia noted that the RGB Meeting Minutes of December 21, 2009 did not indicate what  
43 Warrants were questioned (page 2, lines 6 & 7). Minutes are to be amended to read that  
44 Larry Johnson's question concerned Payroll Warrant #1021 (duplicate purchases?) and  
45 DeLucia's question concerned Payroll Warrant # 110 (hard checks?).

46  
47 **Peaslee moved and Harrington seconded a motion to accept the Consent Agenda.**  
48 **All were in favor.**

49  
50 **Field Trip Requests**

51 DECA                            March 3 → March 5            Burlington VT            8 students

1 **Harrington moved and Peaslee seconded a motion to approve the DECA Field trip.**  
2 **All were in favor.** There was no discussion.

3  
4 Cosmetology      March 8 → March 9      NYC      11 students

5  
6 **Harrington moved and Peaslee seconded a motion to approve the Cosmetology Field**  
7 **trip. All were in favor.** There was no discussion.

8  
9 **Action Items**

- 10     ♦ Action Item spreadsheet

11 Lamb noted that an updated action item calendar had been distributed prior to the meeting  
12 and called for any questions; there were none.

13  
14 **Committee Reports**

15 → Strategic Planning

16 Alexander noted Board and Faculty member teams were given the following Strategic  
17 Goals assignments at the January meeting:

- |   |                                       |
|---|---------------------------------------|
| 18     • Employability                  | Rickey Harrington & Stephannie Peters |
| 19     • Student Involvement            | Claude DeLucia & Coleen Macksey       |
| 20     • Community education/ relations | Frank Lamb & Dr Barone                |
| 21     • Curriculum                     | Gloria Alexander & Bruce Lee Clark    |
| 22     • Program Evaluation             | Larry Johnson & Bill Swisher          |

23  
24 Bruce Lee Clark has sent a memo to faculty requesting their input regarding how they will  
25 be implementing the Measurable Goals; it is hoped students will be involved in responses  
26 germane to them. Alexander also spoke of the creation of a website to showcase CDC  
27 programs of study, the importance of 'word of mouth' and faculty sharing ideas. The  
28 committee will meet again February 11, at 2:15, where they will break up into groups to  
29 work on goals.

30  
31 → Superintendent Evaluation Committee

32 Harrington reported that he and Corcoran met January 11; they would like to discuss their  
33 recommendations later this meeting in Executive Session.

34  
35 **Director/ Superintendent's Report**

36 Barone noted the quality of the printing of his Report; this is the first document printed on  
37 the new Kyocera printing system. He then touched upon Numbers #1 (Budget Process),  
38 #2 (Communication Technologies – printer), #3 (Human Services activities) and #4  
39 (Cosmetology Field Trip to International Beauty Show) from his Report.

40  
41 Barone also spoke enthusiastically about the 'Win a Car' for perfect attendance opportunity  
42 (brainchild of Bob Montgomery). Each week during the upcoming spring semester a  
43 program student has perfect attendance, his/ her name will be entered into the drawing.  
44 The drawing will be held just prior to finals. The donated prize, a 2002 Chevrolet Impala, is  
45 being reconditioned by the Automotive Program and will be repainted by a local auto body  
46 shop. It is hoped that this will become a regular event each semester.

47  
48 Harrington expressed how impressed he was with the color printing of Barone's Report.  
49 Brief discussion followed regarding the speed of the printer, quality of the print on plain  
50 paper, and advanced features of the machine. Barone will give a report on the cost

1 savings of the machine (from now to the end of the year) at the June RGB meeting, using  
2 last year's costs for the baseline.

3

4 **Chairman's Report**

5 Lamb reported that members of the Board and administration met with the local legislators  
6 and that the pending RGB action items are in the process of being written by a bill writer  
7 upstate and will be introduced this session. The four bills relate to:

- 8 1. Tuition charges (includes Hoosick Falls)
- 9 2. Technical education degree
- 10 3. Increasing sending school's FTEs up to 1.25
- 11 4. Streamlining the timeline for Program approval

12

13 **Executive Session**

14 **At 6:48pm, Peaslee moved and Corcoran seconded a motion to enter Executive**  
15 **Session for the purpose of Superintendent's evaluation and two additional personnel**  
16 **issues. All were in favor.**

17

18 Barone and Montgomery entered Executive Session with the Board members and exited  
19 after the Evaluation discussion was finished.

20

21 **At 8:09pm, Peaslee moved and Corcoran seconded a motion to exit Executive**  
22 **Session. All were in favor.**

23

24 Action on the Superintendent Evaluation was tabled until the February Board meeting, at  
25 which time the evaluation will be presented in proper form.

26

27 **Adjourn**

28

29 **At 8:10pm, Corcoran moved and Letourneau seconded a motion to adjourn. All were**  
30 **in favor.**

31

32 **Attachments:**

- 33 - Strategic Planning Committee Meeting Minutes December 10, 2009
- 34 - RGB Meeting Minutes December 21, 2009
- 35 - RGB Special Meeting Minutes January 7, 2010
- 36 - Payroll Warrants # 113 & # 1026 Dated December 28, 2009
- 37 - Payroll Warrants # 114 & # 1028 Dated January 19, 2010
- 38 - Vendor Warrant # 1027 Dated December 28, 2009
- 39 - Vendor Warrant # 1029 Dated January 19, 2010
- 40 - Revenue & Expenses
- 41 - Treasurer's Report (Statement of Cash Flow/  
42 Account Balances – December & YTD)
- 43 - Director/ Superintendent's Report
- 44 - Field Trips (2)
- 45 - Department of the Army (re JROTC)

46

47 **Distributed at Meeting:**

- 48 - 'Win a Car' handout
- 49 - Action Items spreadsheet
- 50 - Budget Warning Meeting Warning