

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: Monday, October 18, 2010**

3 Assembly Room, Career Development Center

4
5 Members Present: Gloria Alexander; Justin Corcoran; Claude DeLucia; Kevin Goodhue;
6 Rickey Harrington; Leon Johnson; Fran Kinney (excused @ 7:00); Frank Lamb; Ed
7 Letourneau; Jon Peaslee.

8
9 Members Absent: Larry Johnson.

10
11 Staff and Others Present: Dr Barone, Superintendent/ Director; Penny Burgess, Agriculture/
12 Horticulture Advisory Committee member; Greg Lewis, Business Manager; Kelly McElheny,
13 Agriculture/ Horticulture Instructor; Terry Morse, Agriculture/ Horticulture Advisory
14 Committee member; Sandy Redding, Office Manager; Alan Walther, Bonadio & Co LLP.

15
16 Videotaping: CAT TV

17
18 Recorder: Barb Schlesinger

19
20 At 6:31pm Chairman Lamb called the meeting to order.

21
22 **Public Comments** There were none.

23
24 **Agenda Changes/ Additions**

25 The following three items were added:

- 26 • An update on Contract negotiations as requested by DeLucia and Corcoran
27 (Executive Session)
- 28 • 'Teacher of the Year' to Action Items
- 29 • Bus Policy

30
31 **Peaslee moved and Kinney seconded a motion to approve the Agenda as set. All in**
32 **attendance voted in favor.**

33
34 **Audit Presentation**

35 Alan Walther, partner of the Bonadio Group, reported on his firm's draft of the recently
36 completed audit of the Southwest Vermont Regional Technical School District's Financial
37 Statements as of June 30, 2010. He noted that in light of the in-depth report he gave to the
38 Finance Committee earlier this evening, he would keep his report to the full board brief.

39
40 Walther directed the Board to the Table of Contents of the Financial Statements and
41 Required Reports (draft dated 10/6/2010). Of this thirty-three page report, only pages 1/ 2
42 and 32/ 33 belong to Bonadio; the rest is the School District's financial statements.
43 Bonadio's role is to assist in the preparation of the report, audit and give an opinion.

44
45 Walther highlighted:

- 46 • Page 1, Para 3; paraphrased 'In our opinion the financial statements present fairly
47 the financial condition of the Southwest Vermont Regional Technical School District
48 as of June 30, 2010.' (*Auditors refer to this as an 'unqualified opinion' – the highest*
49 *level you can get.*)
- 50 • Page 32, last sentence: 'We did not identify any deficiencies in internal control over

- 1 financial reporting that we consider to be material weaknesses. (*Highest assurance*)
2 • Page 33, Para 1: The results of our tests disclosed no instances of noncompliance
3 that are required to be reported under government standards.
4 • Suggested the reading of the Management Analysis for the full report.
5

6 Walther then quickly reviewed the following in respect to the General Fund (both as of June
7 30, 2010):

- 8 a) Balance Sheet (page 16)
9 b) Statement of Revenue, Expenditures and Changes in Fund Balance (page 31)
10

11 Johnson inquired as to what would be indicators of a material weakness. Walther reported
12 that overspending the legal limit of the voted budget would signify 'non-compliance' and an
13 internal control issue could be manifested by not having proper approval for expenditures.
14

15 **Kinney moved and Alexander seconded a motion that the Audit be approved. All in
16 attendance voted in favor.**
17

18 Consent Agenda

- 19 - Minutes of the September 20, 2010 Regional Governing Board Special Meeting
20 - Minutes of the September 20, 2010 Outreach Committee Meeting
21 - Minutes of the September 9, 2010 Strategic Planning Committee Meeting
22 - SWVRTSD Payroll Warrant # 7 09/28/2010 in the amount of \$ 10,852.81
23 - SWVRTSD Payroll Warrant # 1011 09/28/2010 in the amount of \$ 71,957.34
24 - SWVRTSD Payroll Warrant # 8 10/18/2010 in the amount of \$ 10,762.41
25 - SWVRTSD Payroll Warrant # 1013 10/18/2010 in the amount of \$ 64,177.25
26
27 - SWVRTSD Vendor Warrant # 1012 09/28/2010 in the amount of \$100,971.84
28 - SWVRTSD Vendor Warrant # 1014 10/18/2010 in the amount of \$ 59,386.48
29
30 - Field Trips
31 DECA November 11 → November 14 Washington DC 6 students
32

33 **Peaslee moved and Kinney seconded a motion to approve the Consent Agenda. All
34 in attendance voted in favor.**
35

36 Action Items

- 37 • Nomination of the Culinary Instructor
38

39 Harrington inquired about the background check(s). Barone responded the initial
40 check will be completed before the nominee comes on board; a complete check will
41 be completed before the nominee interacts with students.
42

43 Johnson inquired as to why there was an amended nomination form. Barone
44 responded that he had made an error in the form included in the packet.
45

46 **Goodhue moved and Kinney seconded a motion to accept the candidate. All in
47 attendance voted in favor.**
48

- 49 • Teacher of the Year Award
50 Addie VanDeurzen, Engineering and Design Instructor, has been awarded the

1 University of Vermont Teacher of the Year Award. Barone will present to her
2 tomorrow a plaque that has on it a letter signed by all the board members present at
3 tonight's meeting. Barone read aloud the letter.
4

5 It was noted that this is the second year in a row that a CDC Instructor has received
6 this award.
7

8 **Kinney moved and Alexander seconded a motion to honor Instructor VanDeurzen.**
9 **Motion was so moved by unanimous consent.**

10
11 **Committee Reports**
12

13 ➤ **Strategic Planning**

14 Alexander summarized the Strategic Action/ Activity Plan document distributed at the
15 meeting. The Plan provides a timeline, measure of success and persons responsible
16 for the five Strategic Goals and activities that have been developed for each. Touched
17 upon at the meeting were:

18 I. Community Education

19 Activity 1 – Monthly educational seminars

20 Activity 2 – Parent Exercise Pavilion

21 Activity 3 – Explore alternative ways to HS diploma for BRSU students

22 Activity 4 – Work cooperatively with sending schools to recruit more students

23 II. Greater Student Involvement

24 III. Employability Skills for Every CDC Completer

25 IV. Focus on Curriculum

26 V. Reviewing and monitoring overall program and school evaluation
27

28 Alexander noted there is a need for more board member participation.
29

30 Discussion followed with Peaslee noting a typo (Strategic goal #1, Activity 2; Timeline
31 date should be May 1, 2011), Johnson noted that Goal # 1, Activity 4 had no
32 measurable/ defined timeline and should. Alexander will have the committee look at
33 this; Letourneau suggested that FTEs might be the best way to qualify success. Kinney
34 suggested that along the lines of a diploma, it would be great if every CDC completer
35 were placed with a business in their subject – “Get them a job”. All thought this was a
36 great idea with Barone noting there was someone on staff that would be able to tackle
37 this.
38

39 ➤ **Outreach**

40 Corcoran reported the committee met September 20 and followed their standard
41 agenda of planning and discussing new and current ideas for marketing. Future media
42 outlets include CAT TV, WBTN and the Bennington Banner.
43

44 Outreach Coordinator Maguire has met with/ visited all the superintendent's offices in
45 the district along with visiting all the town offices in the sending school districts. Her
46 current projects include: Rescues and Runways, Sophomore Summit, the Activities Fair
47 and the Open house.
48

49 New ideas discussed were future media outlets include CAT TV, WBTN and the
50 Bennington Banner.
51

1 ➤ Policy

2 Johnson reported the committee has not met formally. However, it has been given the
3 task of looking at bussing situation at Southwestern Vermont Career Development
4 Center. Other bussing contracts were looked at and then compared to the CDC's. The
5 insurance carrier was contacted with their response being that CDC should not lend/
6 lease to organizations other than its own (CDC's). There is no need for a policy.

7
8 **Director/ Superintendent's Report**

9 Barone reported on the five items in his October 2010 Director's Report:

10 1 Green Mountain Express Bus Pass

11 Barone noted that on occasion a student will need transportation. This bus
12 voucher will serve as a backup plan in the rare occasion a student needs
13 transportation along the Green Mountain route during the school day to either
14 home or a coop site. The cost is \$.40 in town or \$1.80 to Arlington or Manchester.
15 This will be billed.

16
17 There was brief discussion as to whether it was better to purchase a pass or be
18 invoiced and if there was any liability. Barone feels invoicing will be less
19 expensive and that parents would be called and their permission granted before a
20 student used this option.

21
22 2 Teacher of the Year Award

23 This topic was addressed in the Action Items (Addie VanDeurzen)

24
25 3 Human Services I & II Field Trips

26
27 4 Standardized State Assessments (3) at tech centers

28 Auto Mechanics – CDC students scored at the very top statewide

29 Business – CDC students scored in the top half statewide

30 Carpentry – CDC students scored 6th out of 16 statewide

31
32 5 Culinary Arts Nomination

33 This topic was addressed in the Action Items (Michael John Galbraith)

34
35 **Chairman's Report:**

36 Lamb used his report time to receive updates from Doctor Barone on the following topics:

37
38 ➤ Greenhouse

39 Barone was requested at the September RGB meeting to report on the actual cost of the
40 greenhouse and the need for it in light of the building sitting next door at tonight's Board
41 meeting. Two Ag Advisory Board members along with the Ag instructor were present to
42 answer questions.

43
44 Terry Morse, Chair of the Ag Advisory Committee, spoke of the Ag needs and the
45 committee's recommendation. He reported they looked at the greenhouse at MAU and
46 noted:

- 47 - The space is not adequate to do what has been historically done
- 48 - The MAU 'greenhouse' is not for plant growth, it is more 'green space'
- 49 - There is an issue with temp control (no good air exchange system)
- 50 - Water has not been installed yet
- 51 - The layout poor: it is not big enough for a classroom facility

- 1 - There are so many limitations and downfalls with the MAU space: the greenhouse kit
- 2 would provide a cornerstone for the program
- 3 - The program now has a great, committed instructor that is expanding the program to
- 4 offer the kids a hands-on education. Please don't cut the students short
- 5 - There are plans to produce organic produce for the new culinary arts program
- 6 - That the Board members should all take a look at the MAU space themselves

7
8 DeLucia thanked Morse for his excellent analysis and inquired if greenhouse, aka the
9 Grapery, at Park McCullough (North Bennington) had been considered.

10
11 Barone reported he has met with the MAU Finance Committee, and while he is grateful
12 CDC can use the green space, once the program expands in spring there will be a need
13 for additional space. Barone voiced that he wants the greenhouse on campus for safety,
14 security and travel reasons. Right now the CDC greenhouse has been approved by the
15 Town, the permit is pending – all that awaits is MAU approval. It has been indicated that
16 when the need arises (in the spring) that he should come for approval to construct.
17 Barone expressed that although he wants the building on the CDC campus, he will be
18 having conversations with the Vets home.

19
20 McElheny elaborated on her 'Starts' project, in which the students normally plant 110
21 flats to sell to the teachers, parents and students. The MAU space allows for three small
22 tables. Therefore, the project (plant sale) will not be able to be offered without
23 greenhouse space beginning February 1. Asked if the space at MAU was already
24 inadequate, McElheny responded 'Not quite. It is good space and can be used.' She can
25 conduct her soils and hydroponics projects but will not be able to do her Christmas bulbs.
26 She asked the board for some form of commitment for greenhouse space by February 1,
27 2011.

28
29 Johnson inquired why, when we had the space, we decided to do something else with it.
30 If the new space is not large enough, CDC can limit the class size to work within the
31 confines; and, what about the cost of the new greenhouse space? Barone noted the cost
32 to relocate the greenhouse was built into the culinary grant.

33
34 Further discussion between the board members followed as to the viability and pros and
35 cons of using the greenhouses in North Bennington, which included transportation,
36 safety, and condition of the greenhouses, loss of instruction time, cost and the
37 importance of staying on campus. The issue of investigating the North Bennington
38 greenhouse(s) as to their viability or deciding tonight on approving the greenhouse
39 purchase caused a split vote.

40
41 **Goodhue moved and Harrington seconded a motion approve the Greenhouse**
42 **Project, not to exceed \$ 21,650. Hand vote was taken with all in attendance voted in**
43 **favor excepting Johnson and Corcoran, who voted Nay.**

44
45 Barone expressed that he would still visit the greenhouses in North Bennington.
46 McElheny voiced they could possibly be worked into a project. Lamb voiced that he
47 hopes the cost come in much lower: the tech center should be doing the work.

48
49 ➤ **Hoosick Falls Tuition Update (Legislation)**

50 Barone updated the Board as to the sunsetted reduced tuition law that would allow
51 Hoosick Falls students to attend CDC at a reduced rate. He has heard nothing from the

1 State, however he has found a law, 25 V.S.A. §1093, that might be applicable. Barone
2 has asked attorney Lon McClintock for a legal opinion. The law basically says that school
3 districts can set non-resident tuition rates. If the response is positive, Barone will work
4 with the Policy Committee to draft policy that would govern this. If the response is not,
5 Barone will continue working with legislation to create a new law.

6
7 Johnson urged caution in so far as people viewing this as a give away. The intent is to fill
8 empty seats, not to take away space from local students. DeLucia noted that NY towns
9 are having the same conversation and suggested Barone discuss the topic with them.

10
11 ➤ Tech degree/ diploma (Legislation)

12 Barone will raise the question with CDC's two counterparts at the other non-attached tech
13 centers.

14
15 ➤ FTE (Legislation)

16 Barone is continuing to brainstorm to allow students to attend outside of the school day or
17 during the summer without costing state more money. Ann Mook is willing to work
18 drafting legislation. Lamb advised caution'; this can be a 2-edged sword.

19
20 ➤ Distance Learning

21 Barone reported that Bruce Lee-Clark's Pre-Law program is currently being considered
22 for distance learning. It is purely academic, non-lab class that is not offered at any other
23 tech center in the state. Barone investigated the distance learning class at MAU which
24 uses older technology. He has also looked into CISCO WebX, which is totally online.
25 Cisco startup costs are low; initial cost is \$2,600/ year for up to 30 students. Barone will
26 return to the Board with a cost estimate to turn Lee-Clark's class into a distance learning
27 one. Barone feels this can happen by early spring 2011. He also feels that the
28 Entrepreneurship class would be a good candidate for distance learning.

29
30 ➤ Advisory Board updates re employment

31 Lamb requested that Barone work on getting the Advisory Committees to provide brief
32 reports re employment & job projections.

33
34 **Executive Session**

35
36 **At 7:43pm Peaslee moved and Goodhue seconded a motion to enter Executive
37 Session for negotiations. All in attendance were in favor.**

38
39 **As reported by the Board Chair, motion was made and seconded to exit Executive
40 Session at 8:00pm. All in attendance were in favor. No action was taken.**

41
42 **Adjourn**

43
44 **As reported by the Board Chair, motion was made and seconded to adjourn at
45 8:01pm. All in attendance were in favor.**

46
47
48 **Attachments:**

- 49 - September 20 Regional Governing Board Special Meeting Minutes
50 - September 20 Outreach Committee Meeting Minutes
51 - September 9 Strategic Planning Committee Minutes

- 1 - Payroll Warrants #7 & #1011 Dated September 28, 2010
- 2 - Payroll Warrants #8 & #1013 Dated October 18, 2010
- 3 - Vendor Warrant #1012 Dated September 28, 2010
- 4 - Vendor Warrant #1010 Dated October 18, 2010
- 5 - Revenue & Expenses
- 6 - Treasurer's Report
- 7 - Field Trip
- 8 - Director's Report
- 9 - Greenhouse Project
- 10 - Audit (draft), Required Communications, Other Internal Control Matters
- 11 - New Standardized State Assessments results (Auto Mechanics, Business,
- 12 Carpentry)
- 13 - Legislation and Hoosick Falls Students
- 14 - Nomination Form & Resume – Culinary
- 15
- 16 **Meeting Handouts:**
- 17 - Amended Nomination Form (salary correction)
- 18 - Strategic Action/ Activity Plan 2010 - 2015