

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: August 16, 2011**

3 Assembly Room, Career Development Center
4

5 Members Present: Gloria Alexander; Jim Boutin; Justin Corcoran; Kevin Goodhue; Rickey
6 Harrington; Larry Johnson; Fran Kinney; Frank Lamb; Jon Peaslee; Rick Pembroke.
7

8 Members Excused: Leon Johnson
9

10 Staff and Others Present: Wendy Klein, Co-op; Mike Lawler, Instructor; Bruce Lee-Clark,
11 Instructor; Ed Letourneau; Greg Lewis, Business Manager; Meg Maguire, Outreach
12 Coordinator; Bob Montgomery, Interim Superintendent/ Director; Sandra Redding, Office
13 Manager; Dawson Raspuzzi, Banner reporter.
14

15 Videotaping: CAT-TV
16

17 Recorder: Barb Schlesinger
18

19 **Call to order**

20 Boutin called the meeting to order at 6:00, welcomed all and noted a quorum was present
21 for tonight's meeting.
22

23 **Public Comment** There were none
24

25 **Distance Learning Presentation**

26 Lee Clark gave a brief history of how the road to CDC offering distance learning has evolved
27 to date. He spoke of the two different softwares (synchronous: ie same place/ same time
28 and asynchronous: not same place/ same time; uses youtube, email, etc) and introduced
29 Jeff Renard, program coordinator for Vermont Virtual Learning Cooperative (VTVLC) via
30 computer to demonstrate to the board how distance learning works. Shown was a brief
31 youtube video that highlighted the following membership benefits:

- 32 1. 25 tuition free enrolls
- 33 2. Online courses for teachers
- 34 3. Learning recovery programs
- 35 4. Online professional development for teachers.
36

37 Lee Clark expanded on these benefits by noting that distance learning offers one solution to
38 conflict of scheduling problems and noted virtually all AP courses are available online. Lee
39 Clark will teach a prelaw class in order for CDC to join VTVLC. Via Skype, the board was
40 brought to the VTVLC website. It was noted that all the courses were taught by licensed
41 teachers.
42

43 Boutin and Renard discussed teacher training, timeline to bring a school on board and the
44 possibility of FTEs in the second year. Renard went on to answer additional questions from
45 board members concerning band width, the annual capped fee of \$3,500, enrollment
46 registration/ process, instructor support/ instruction, class size, and leveraging seats.
47 Further discussed were different ways to leverage with Renard suggesting a) identifying low
48 and under enrolled seats with students that don't have access at their own school, b)
49 opening up the opportunity for more students to take classes at CDC, therefore additional

1 potential revenue sources, and c) expanding availability for CDC students to take classes
2 not offered on campus.

3
4 At 6:40 Boutin thanked Renard and asked the board if they wanted to take action.

5
6 Pembroke opened discussion noting he needed more info in regards to what class(es) we
7 could/ would offer in addition to Pre-law and proposed it would be better to wait until budget
8 time to make a decision. Lee Clark noted the coop fee was capped at \$3,500 and he is
9 ready to have his prelaw class available for January 2012, using this fall for his VTVLC
10 training. Corcoran inquired about having an online class without joining the cooperative;
11 Boutin noted that joining the cooperative is a trade, not a direct revenue source; the benefit
12 is the marketing of CDC's pre law course. Further discussion of how VTVLC has taken off
13 followed.

14
15 **Harrington moved and Goodhue seconded a motion to approve CDC joining the**
16 **VLVCT now.**

17
18 Further brief discussion in regards to reducing tuition, the potential for reducing FTEs, and
19 the benefits to students followed.

20
21 **Goodhue moved and Alexander seconded a motion to call the vote.**

22
23 **Vote was taken with all present, excepting Kinney who voted Nay, in favor of enrolling**
24 **in VTVLC, with a capped enrollment fee of \$3,500, now.**

25
26 **Governance Audit**

27 Boutin gave a timeline of the Audit to date:

28 March Audit in response to Commissioner's letter

29 April Three (3) options

30 1. Vermont School Board

31 2. State Auditor

32 3. RED study

33 Boutin was instructed by board vote to work with the state to negotiate a
34 contract. Boutin talked with Salmon (State Auditor) regarding the process

35 May Boutin worked up a RFP in response to the March letter

36 RFP posted on the website and sent out for board members

37 June RFP posted for public with a closing date of July 15, 2011. Two responses
38 were received.

39
40 In the packet is the 'scoring' of the two companies (the State auditor's office
41 did the scorings).

42
43 There was brief discussion among the board as to what the analysis was/ is to cover.

44 Boutin read the RFP as requested, which bulleted:

- 45 • Maintain
- 46 • Dissolve
- 47 • SVSU take over
- 48 • Any other.

1 The last paragraph of the RFP listed the following areas to be looked at: administration,
2 education, human resources, financial, technical and transportation.

3
4 Peaslee asked for the following present board members to recues themselves: Boutin,
5 Kinney, and Pembroke. Discussion followed regarding if action was to be taken, the intent
6 of the Commissioner's letter, the Commissioner's authority to request study and/ or to
7 mandate changes found by study, the voter's role in establishing the school district, and
8 where the money is coming from for this 30K study. Montgomery reminded all that this fall
9 NEASC will be conducting its five-year evaluation; this is important because NEASC is who
10 grants CDC's accreditation.

11 **Business Manager's Report on Sending School Transportation**

12 Lewis presented a PowerPoint presentation which summarized that CDC provides
13 transportation as an incentive to sending schools, all of the costs are reimbursed, and the
14 schedule/ routes change each semester. Lewis provided a detailed sample of a given day
15 (times, routes, stops, and student usage), the vehicles being used (two activity busses and
16 two mini vans), and reported on last year's revenue and expenses (fuel, insurance and
17 depreciation). Lewis noted that guidance coordinates this with no extra compensation.
18

19
20 There was brief discussion regarding the 1998 vehicle donated by former director Oyama
21 and state budget for 2012. Lewis noted costs are contingent upon how many use the
22 service.
23

24 **Committee Reports/ Minutes**

- 25 ▪ Outreach June 14, 2011

26 No report this evening

- 27
28 ▪ Education/ Facilities August 1, 2011

29 Boutin reported they toured the facilities; he will be going to this weeks MAU board meeting
30 to request early release of the requested classroom. Harrington was impressed with the
31 Smart board technologies being used in Lee Clark's classroom and requested a
32 demonstration at an upcoming board meeting.
33

- 34 ▪ Strategic Planning August 3, 2011

35 Alexander referred to the minutes and asked for questions. There were none.
36

37 **Policies for Adoption**

38 Pembroke commented the acronym used for the Southwestern Vermont Regional Technical
39 School District is not consistent across the policies and suggested this be standardized.
40 SVRTSD is the standardized acronym that will be used.
41

- 42 ▪ #5002C Policy Against Student Harassment

43
44 **Pembroke moved and Corcoran seconded a motion to adopt policy 5002C. All in**
45 **attendance were in favor. The motion carried.**

- 46
47 ▪ #5003C Bullying Prevention

48
49 **Pembroke moved and Lamb seconded a motion to adopt policy 5003C. All in**

1 **attendance were in favor. The motion carried.**

- 2
3 ▪ #5050C Discipline of Students and Expulsion of Students
4

5 **Lamb moved and Pembroke seconded a motion to adopt policy 5050C. All in**
6 **attendance were in favor. The motion carried.**

7
8 **Policies for Warning**

- 9
10 ▪ #3106C Tuition for Non resident Student Admission
11

12 **Corcoran moved and Lamb seconded a motion to Warn policy 3106C.**

13
14 There was discussion as to the use of the verbiage 'no later' (page 1, line 4). Lee Clark
15 noted this usage mirrored the Adult education language, however it does not convey the
16 actual intent. It should read no sooner than two weeks prior to the beginning of school.
17 Item #3 was also discussed with Montgomery noting that it has not been gotten into with this
18 proposal but has been discussed. Further discussion will come when it is in writing. Items
19 #4 and #5 were talked about in respect that students could only come from recognized
20 school districts.

21
22 **Corcoran moved and Lamb seconded a motion to Warn policy 3106C as amended.**
23 **Vote was taken with eight in favor and one opposed. The motion carried.**

- 24
25 ▪ #4327C Family and Medical Leave
26

27 **Kinney moved and Harrington seconded a motion to Warn Policy #4327C. All in**
28 **attendance were in favor.**

29
30 **Consent Agenda**

31
32 **Pembroke moved and Corcoran seconded a motion to approve the Consent Agenda.**

- 33
34 - Minutes of the June 20, 2011 Regional Governing Board Meeting
35

36 **Harrington moved and Alexander seconded a motion to approve the Minutes of June**
37 **20, 2011. All present were in favor excepting Lamb, who abstained.** There was no
38 discussion.

- 39
40 - Packet #1:
41 o Annual Report of Receipts and Disbursements as of June 30, 2011
42 o Office of the Treasurer Statement of Cash Flow 6/1/11 → 6/30/11
43 o Office of the Treasurer Statement of Cash Flow 7/1/11 → 7/31/11
44

45 **Harrington moved and Corcoran seconded a motion to accept the Treasurer's**
46 **Reports. All were in favor.** There was no discussion.

- 47
48 - SWVRTSD Payroll Warrant # 26 6/28/2011 in the amount of \$ 7,695.50
49 - SWVRTSD Payroll Warrant # 1047 6/28/2011 in the amount of \$ 63,846.25

1	-	SWVRTSD Payroll Warrant # 27	6/28/2011 in the amount of \$	16,621.98
2	-	SWVRTSD Payroll Warrant # 1048	6/28/2011 in the amount of \$	131,581.62
3	-	SWVRTSD Payroll Warrant # 28	6/28/2011 in the amount of \$	6,659.17
4	-	SWVRTSD Payroll Warrant # 1050	6/28/2011 in the amount of \$	38071.07
5	-	SWVRTSD Payroll Warrant # 1048	6/28/2011 in the amount of \$	131,581.62
6	-	SWVRTSD Payroll Warrant # 1	7/18/2011 in the amount of \$	1,344.80
7	-	SWVRTSD Payroll Warrant # 1000	7/18/2011 in the amount of \$	15,411.88
8	-	SWVRTSD Payroll Warrant # 2	7/29/2011 in the amount of \$	1,946.75
9	-	SWVRTSD Payroll Warrant # 1001	7/29/2011 in the amount of \$	18,196.02
10	-	SWVRTSD Payroll Warrant # 3	8/16/2011 in the amount of \$	2,373.26
11	-	SWVRTSD Payroll Warrant # 1003	8/16/2011 in the amount of \$	17,114.80
12	-	SWVRTSD Vendor Warrant # 1051	6/28/2011 in the amount of \$	31,213.08
13		<i>Warrant amount \$31,222.30 minus voided check (Warrant #1049) \$9.22</i>		
14	-	SWVRTSD Vendor Warrant # 1002	7/18/2011 in the amount of \$	92,830.08
15	-	SWVRTSD Vendor Warrant # 1004	7/29/2011 in the amount of \$	52,678.51
16	-	SWVRTSD Vendor Warrant # 1005	8/16/2011 in the amount of \$	65,744.67

17
18 Discussion:

19 Pembroke had questions regarding payment to the Town of Bennington, Bennington Police
20 Department; Warrant 1002 – Burlington Free Press and the cleaning of busses; Warrant
21 1004 Balmere Enterprises. Lewis answered his questions.

22
23 **Vote was taken, with all in attendance in favor.**

24
25 **Chairman's Report**

- 26 - Boutin will be attending the MAU board meeting this week to request MAUs releasing
27 Room 229C sooner than the three years called for in the lease agreement.
28 - Boutin spoke of the developing Agra Green program and reported there would be no
29 greenhouse until the Ag Advisory Committee gives their recommendation.
30 - Boutin reported that a Letter of Resignation has been received from the Business
31 Management instructor. Her resignation requests that FBLA carry on in order that a
32 student, who is an officer in FBLA, can continue in that position.
33

34 **Lamb moved and Alexander seconded a motion to accept the resignation with
35 regrets. All in attendance were in favor.**

36
37 **Director/ Superintendent's Report:**

38 Montgomery requested:

- 39 - The three service positions (Bruce Lee Clark, Tom Haskins, Mike Lawler) be
40 reinstated and return to the status quo.
41

42 **Goodhue moved and Alexander seconded a motion to approve the three Service
43 Positions.**

44
45 Discussion:

46 Pembroke noted the board acted in June to approve the position to August 1st and that an
47 analysis related to the new employee contract was to be done – until this happens, he
48 cannot support. Montgomery noted that the imposed 300 minute day pertains to the school
49 day; these service positions happen outside the contracted school day. Lewis noted the 60
50 'extra' minutes would be allocated to either a\ short block or duty and there was no room for

1 extra work. Boutin would like to continue working with the staff and was not prepared now
2 to address how that extra time could be allocated. Montgomery went on to describe in more
3 detail what the service position(s) actually contribute.

4 **Alexander moved and Harrington seconded a motion to call the question.**

5
6 **Vote was taken with five in favor of accepting the Service Position Nominations.**

7 **Voting against were Pembroke, Johnson, Kinney and Harrington. The motion carried.**

8
9 Montgomery further reported:

- 10 - He attended a Tech Education Conference focused on Success after High School
- 11 - He toured the Pownal Waste Water Treatment Facility and found it 'pristine'. He was
12 impressed with the energetic and enthusiastic chief operator, a former student, Darcy
13 Pruden.
- 14 - The facility is in great shape – it is only missing the students.
- 15 - The week of August 29 will be for in-service.

16
17 Harrington added to Montgomery's comment on the facilities by expressing kudos to the
18 janitorial services crew for a job well done.

19 Other

20 **Superintendent Search**

21 The Superintendent Search Committee (Alexander, Goodhue, and Larry Johnson) is
22 prepared to bring the one candidate to the full board for an interview. Consensus was that
23 Tuesday, August 23 would be the board would meet for this interview.
24

25
26 Wendy Klein asked about the process of the director search and if any others, including
27 staff, students, advisory committees or the public were involved. Larry Johnson reported
28 that Barb Gorbaty was. There was no one from faculty on the selection committee.

29 Harrington was concerned that there was only one candidate. Larry Johnson replied that
30 you had to trust the committee recommendation; some of the other candidates were lost to
31 other jobs and the committee did not want to prolong the selection.

32 Executive Session

33
34
35 **At 8:13, Kinney moved and Goodhue seconded a motion to enter Executive Session**
36 **for personnel. All in attendance were in favor.**

37
38 **At 8:42, Peaslee moved and Corcoran seconded a motion to exit Executive Session.**
39 **All in attendance were in favor.**

- 40
- 41 ▪ Based on a report from Montgomery which tallied the program(s) as having 8.82
42 FTEs

43
44 **Harrington moved and Peaslee seconded a motion to reinstate the position to full**
45 **time for the Artificial Intelligence / Computer Technology / Networking / Creative**
46 **Computing Instructor.**

47
48 Pembroke requested data and a report to substantiate and also an enrollment report for
49 both positions (Artificial Intelligence and Business Management) plus all other. Larry

1 Johnson requested that the reports and data be consistent.

2
3 Kinney moved and Corcoran seconded a motion to call the vote.

4
5 **Vote to raise the position to full time was taken with all in attendance voting for**
6 **except Larry Johnson, Pembroke and Kinney who voted against. The motion carried.**

- 7
8 ▪ Assistant Director's Salary

9
10 **Pembroke moved and Harrington seconded a motion to increase the Assistant**
11 **Director's salary two (2) percent as per contract. Vote was taken with all in**
12 **attendance voting in favor. The motion carried.**

13
14 **At 8:53pm Lamb moved and Harrington seconded a motion to adjourn. All were in**
15 **favor.**

16
17 Respectively submitted,

18
19 Barb Schlesinger
20 August 21, 2011

21
22 **Attachments:**

- 23 - Minutes of the June 20, 2011 Regional Governing Board Meeting
24 - Minutes of the June 14, 2011 Outreach Committee Meeting
25 - Minutes of the August 1, 2011 Education/ Facilities Committee(s) Meeting
26 - Minutes of the August 3, 2011 Strategic Planning Committee Meeting
27 - SWVRTSD Payroll Warrants # 26 & 1047
28 - SWVRTSD Payroll Warrants # 27 & 1048
29 - SWVRTSD Payroll Warrants # 28 & 1050
30 - SWVRTSD Payroll Warrants # 1 & 1000
31 - SWVRTSD Payroll Warrants # 2 & 1001
32 - SWVRTSD Payroll Warrants # 3 & 1003
33 - SWVRTSD Vendor Warrant # 1051
34 - SWVRTSD Vendor Warrant # 1002
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41 - Distance Learning Presentation
42 - Service Position Nominations (3)
43 - Governance Audit materials
44 - Policies for Adoption
45 o 5003C
46 o 5003C
47 o 5050C
48 - Polices for Warning
49 o 3106C & 4327C