

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: March 19, 2012**

3 Assembly Room, Career Development Center
4

5 Members Present: Gloria Alexander; Jim Boutin; Justin Corcoran; Kevin Goodhue; Rickey
6 Harrington; Leon Johnson; Fran Kinney; Frank Lamb; Ed Letourneau; Rick Pembroke; Heidi
7 Pickering.

8
9 Staff and Others Present: James Culkeen, Superintendent/ Director; Greg Lewis, Business
10 Manager; Bob Mazur, Adult Ed; Bob Montgomery, Assistant Director; Dawson Raspuzzi,
11 Banner reporter; Sandra Redding, Office Manager; Kathy Slade, Instructor; Bill Swisher,
12 Guidance.

13
14 Videotaping: CAT-TV

15
16 Recorder: Barb Schlesinger

17
18 **Call to Order/ Welcome**

19 Culkeen called the meeting to order at 6:00pm, noting this was the Board's reorganization
20 meeting.

21
22 **Introduction of Board Members**

23 Culkeen introduced the two new board members and asked them to say a few words.

24
25 Heidi Pickering relayed that she has lived in Arlington for the past twenty-five years, has four
26 children with the youngest a senior at Arlington High School; two of the older ones have
27 graduated college. She and her husband run a retail garden/ landscape business in-season
28 and work in the ski industry during the winter.

29
30 Ed Letourneau noted he did not need an introduction, having served on the RGB up until
31 last election (2011). Ed noted he grew up in Bennington, served during Vietnam, taught at
32 the Technical Center and has worked at major engineering firms in upstate New York.

33
34 **Public Comments** There were none

35
36 **Board Reorganization**

37
38 ▪ **Chair**

39 Culkeen called for nominations for Chair:

40
41 **Harrington moved and Johnson seconded the motion to nominate Boutin as Chair.**

42
43 Harrington stated Boutin did a great job as Chair this past year and had great respect for
44 everyone.

45
46 **Johnson moved and Corcoran seconded a motion to close nominations. All were in**
47 **favor.**

48
49 **Hand vote was taken with all in favor. Culkeen announced the vote as unanimous.**

1 ▪ **Vice-Chair**

2 Culkeen called for nominations for Vice-Chair:

3
4 **Kinney moved and Boutin seconded the motion to nominate of Harrington for Vice-**
5 **Chair.**

6
7 **Kinney moved and Boutin seconded a motion to close nominations. All were in favor.**

8
9 **Hand vote was taken with all in favor. Culkeen announced the vote as unanimous.**

10
11 ▪ **Secretary/ Clerk**

12 Culkeen called for nominations for Secretary/ Clerk:

13
14 **Pembroke moved and Alexander seconded the motion to nominate Goodhue as**
15 **Secretary/ Clerk.**

16
17 **Corcoran moved and Harrington seconded a motion to close nominations. All were in**
18 **favor.**

19
20 **Hand vote was taken with all in favor. Culkeen announced the vote as unanimous.**

21
22 Culkeen then turned the meeting over to Chairman Boutin.

23
24 ▪ **Meeting Dates, Time, Location**

25 **Time:**

26 Johnson brought up changing the meeting time from 6:00pm to 7:00pm, noting that in
27 the past we have compromised and set the time at 6:30pm. Johnson noted that having
28 the meetings start later leaves more time before meetings for committees to meet rather
29 than having those meetings during the day. Letourneau concurred and noted that
30 7:00pm meetings better allow for regional people to attend.

31
32 **Lamb moved and Letourneau seconded a motion to set meeting time at 6:30pm.**

33
34 Discussion continued as to why the time was changed to 6:00 with Corcoran noting it
35 was to avoid lengthy meetings lasting past 9:00pm.

36
37 **Hand vote was taken with all in favor of meeting time being 6:30pm excepting**
38 **Johnson, who voted Nay.**

39
40 **Dates:**

41 Corcoran initiated discussion by asking if we should set the dates for the August 2012
42 and April 2013 meetings now or as we come upon them. Pembroke suggested August
43 13th for the August 2012 Meeting.

44
45 April 2013

46 Letourneau inquired if there was any impact on the Business Manger or the
47 Superintendent in regards to meeting prep time. Culkeen noted this April's meeting will
48 be one week early and Johnson voiced April 8th would be ahead of vacation.

1 **Johnson moved and Harrington seconded a motion to set the April 2013 meeting date**
2 **as April 8th. Hand vote was taken with all voting in favor.**

3
4 **Annual Meeting Time:**

5 Pembroke suggested the meeting time be changed from 5:00pm to 5:30pm.

6 Letourneau noted that in the past, Board members traveled to other towns for their
7 floor meetings to represent the CDC and the 5:00pm time allows for this travel.

8
9 **Pembroke moved and Goodhue seconded a motion to set the Annual Meeting time at**
10 **5:30pm. Hand vote was taken with all voting in favor excepting Letourneau who**
11 **voted Nay.**

12
13 **Corcoran moved and Harrington seconded a motion to accept the entire calendar as**
14 **amended. Hand vote was taken with all voting in favor.**

- 15
16
 - **Paper of Record**

17
18 **Johnson moved and Alexander seconded a motion for the Bennington Banner**
19 **remaining Paper of Record. Hand vote was taken with all voting in favor.**

- 20
21
 - **Authority to Sign Warrants (Off Warrant) signers**

22
23 **Pembroke moved and Corcoran seconded a motion to authorize the three officers (in**
24 **order of Chair, Vice-Chair, and Clerk/ Secretary) to sign warrants. All were in favor.**

25
26 **Committees**

27 Boutin noted Education and Facilities have been consolidated into one committee as well as
28 Marketing/ Outreach and Strategic Planning. Boutin asked for board members to please
29 sign up tonight. Pickering asked for a brief description which Boutin provided:

- 30 ➤ Education/ Facilities Programs, offerings and logistics
31 ➤ Finance Budget preparation and grants
32 ➤ Marketing/ Outreach/ Strategic Planning Focus with Strategic Planning (which is
33 well established). Alexander will provide Pickering with a
34 copy of the Strategic Plan.
35 ➤ Policy This is a working committee with policies being updated
36 frequently
37 ➤ Superintendent Evaluation This is a new committee that will use a format
38 provided by the VSBA. This committee also is involved with
39 the superintendent contract negotiations.

40
41 Goodhue noted that Finance is the most powerful committee; if Finance votes it out, it's
42 gone.

43
44 **Consent Agenda**

45 **Minutes**

- 46 - Minutes of the February 21, 2012 Regional Governing Board Meeting
47 - Minutes of the March 5, 2012 Special Meeting
48 - Minutes of the March 5, 2012 Annual Meeting

49

1 Discussion:

2 Goodhue inquired if Barb Houle had been responded to in regards to the questions she
3 had asked the board at prior meetings. Boutin stated he had personally met with her
4 and she did not need anything in writing.

5
6 Letourneau inquired about the 'Mosaic' project. Culkeen explained in was an afterschool
7 program in which middle school students take introductory classes at the CDC. The
8 elementary schools are also included. Johnson commented it was a good program and
9 initial introduction to the CDC. Letourneau inquired if this program can be expanded to
10 other schools in the CDC district; Culkeen cited transportation, which is paid for by
11 grants, as a limiter.

12
13 **Kinney moved and Goodhue seconded a motion to accept the minutes. Hand vote**
14 **was taken with all voting in favor excepting Lamb who abstained.**

15
16 **Warrants**

- 17 - SWVRTSD Payroll Warrant # 18 3/19/2012 in the amount of \$ 6,789.44
18 - SWVRTSD Payroll Warrant # 1032 3/19/2012 in the amount of \$ 63,459.53
19 - SWVRTSD Payroll Warrant # 19 3/19/2012 in the amount of \$ 7,753.63
20 - SWVRTSD Payroll Warrant # 1034 3/19/2012 in the amount of \$ 65,734.78
21
22 - SWVRTSD Vendor Warrant # 1033 2/28/2012 in the amount of \$ 19,835.34
23 - SWVRTSD Vendor Warrant # 1035 3/19/2012 in the amount of \$ 77,100.06

24
25 **Harrington moved and Kinney seconded a motion to approve the payroll and vendor**
26 **warrants.**

27
28 Discussion:

29 Kinney inquired about PO No 12003 (Vendor Warrant 1035, Page 4); why are we
30 purchasing things for a former short block class? Lewis explained the item was for the
31 Design & Fabrication program, not the short block.

32
33 Letourneau inquired about legal services (Vendor Warrant 1035, Page 8/9); Boutin
34 responded this was required for the collective bargaining for the Teacher's Contract/
35 Strike.

36
37 **Hand vote was taken with all voting in favor excepting Pembroke, who abstained.**

38
39 **Field Trips**

40 The FBLA field trip request was handed out at the meeting.

- 41
42 ▪ SkillsUSA 4/4 → 4/5 Burlington VT 13-14 students
43
44 ▪ DECA 4/27 → 5/2 Salt Lake City UT 8 students
45
46 ▪ FBLA 3/28 → 3/30 Burlington VT 14 students

47
48 **Goodhue moved and Kinney seconded a motion to approve the three (3) field trips.**
49 **Vote was taken with all were in favor.**

Action Items- **Nomination – Cosmetology Instructor**

Jennifer Morgan-Hall is the nominee for cosmetology replacement instructor. Culkeen reported a complete background check has been done and is on file. Her salary will be prorated. There were ten applicants for the position, five of these were interviewed, three of the five had a second interview and the final two came in to 'work a day'.

Harrington asked if the applicant was fingerprinted and if the results were back. This question led to further discussion as to notation, ie a 'check box', when the fingerprint response letter is back. Pickering inquired if all applicants are fingerprinted or just the ones hired. Culkeen noted the applicant pays the cost for the fingerprinting; only the ones hired have it done. There was further discussion as to updating this information; Culkeen noted it is in the file permanently with no update required and Johnson noting at license renewal things can be updated.

Corcoran moved and Alexander seconded a motion to accept the nomination. Hand vote was taken with all voting in favor. The motion passed unanimously.

Culkeen will invite Ms Morgan-Hall to next month's RGB meeting for introduction.

- **Board Training dates**

Boutin would like to proceed with scheduling a board training date. This training will help with the review of the two reports: 1) Schiller/ MGT and 2) NEASC. Boutin has been in contact with Harry Frank, VSBA, who will be doing the training. Mr Frank has given three tentative Saturday dates: May 12, May 19, and May 26. The training will not be onsite. Goodhue noted he did not want to waste a Saturday with 'touchy/ feely' training. After discussing the dates, consensus of the board was training should be held May 19. Details will follow. Goodhue will not be in attendance.

Chairman Report

Boutin asked that the Board consider the board training discussion to be his Chairman's report.

Committee Reports

There were none.

Director/ Superintendent's Report

Culkeen:

- Offered his congratulations to the two new officers.
- Spoke of the NEASC draft which should be available in 2-3 weeks. He noted NEASC meets twice yearly and speculated the full report would be available this coming fall.
- Noted he attended the Bennington Community visits this past week and found them informative. He is looking forward to April for the 'solutions round'.
- Reported he has had a meeting at the Vermont Veterans Home regarding a possible site for the CDC greenhouse. He has yet to hear back, their board met just last week. He anticipates positive connections with the Vets Home.

- 1 - Reported he has had his first tour of a composites factory (Plasan) and was
- 2 impressed. Jim was amazed at the amount of 'hands on' labor involved. He is
- 3 working to keep the doors Bob Mazur opened open.
- 4 - Reported the March 1 Open House was cancelled because of a snow day and
- 5 rescheduled to March 12. Attendance was minimal. We need to work on making the
- 6 event something students, and their parents, want to be at.
- 7 - Noted the STEM Institute will be held in Norwich next month. The Engineering
- 8 Instructor will be attending.
- 9 - Has been investigating the possibility of the CDC hosting a Jr ROTC style program.
- 10 The program would be offered after school in conjunction with the Army National
- 11 Guard. Right now it is in the discussion stage, if anything looks possible he will put it
- 12 on the agenda. Culkeen sees advantages, namely leadership skills and the learning
- 13 of 'standards'.
- 14 - Reported job postings are set to post this coming Sunday for the Adult Ed and
- 15 Assistant Director positions. Revised job descriptions will be available at the April
- 16 RGB meeting. It is anticipated that interviews will begin before April vacation.
- 17 - Reported the April RGB Meeting will be held on the 9th.
- 18 - Reported the Sophomore Summit will be held Thursday, April 12, at the SVC
- 19 campus. Boutin added that Wendy Klein was very involved with this day where the
- 20 sophomore students visit the college to learn more about career paths.
- 21 - Reported April vacation will be the 16th through the 20th.
- 22 - Reported that May 26 is Mayfest; CDC will have a booth at the event.
- 23 - Reported that June 12th will be the CDC Award Ceremony and that June 15th is
- 24 graduation.

25 Other

- 26 ➤ Pembroke commented that 'Other' was omitted from the Agenda; however he had
- 27 'Other'. Pembroke commented on the fact that the board's packet contained three
- 28 separate reports from the Treasurer that were not acted upon. He feels the board
- 29 should accept these reports as a regular Action Item; this would protect the
- 30 Treasurer.

31
32
33 Secondly, Pembroke requested more detailed budget status reports. The Finance

34 committee needs more detail for program decisions and intelligent thought.

- 35
36 ➤ Corcoran brought up a labor bill introduced last week, S.137, which has three
- 37 components Corcoran feels put school boards at a disadvantage:
- 38 1) Agency fee
- 39 2) School Year – 26 check schedule
- 40 3) Unemployment for seasonal, non teacher, employees

41
42 Corcoran noted the VSB is against this bill. It was noted that administration had not

43 received an email about this yet. There has not been a lot of testimony or debate in

44 the House. Corcoran urges board members to contact legislatures and let their

45 opposition be known. Pembroke agreed that there would be significant cost to the

46 district.

47
48 **Corcoran moved and Pembroke seconded a motion that the Board support, with a**

49 **united effort, the opposition to S.137.**

1 Goodhue noted he received info about this via a VSB email, Boutin did also. Lamb
2 commented he would not vote on something without prior information.

3
4 **Vote was taken with Corcoran, Harrington, Johnson, Kinney, and Pembroke voting**
5 **for. Alexander, Goodhue, Lamb, Letourneau and Pickering abstained.**

6
7 Discussion followed as to what to do with this vote. Boutin stated he is staying
8 neutral and told the five that wanted to do this to do so. Boutin will send the others
9 (abstentions) the information/ email. Corcoran commented the topic is not
10 controversial, it impacts financial and it is time-sensitive.

11
12 Johnson commented that abstention does not count as a No vote; therefore the vote
13 has the majority. Brief discussion followed as to if this motion passed with Boutin
14 being convinced to send a letter ASAP. Corcoran will write the letter with the
15 Director.

16
17 **Boutin voiced that official vote is that the motion has passed.**

- 18
19 ➤ Goodhue spoke of the policy of ID badges with pictures to be worn while in the
20 building and would like to see them issued to the board also. Johnson spoke of
21 having the ID visible or on the person.

22
23 **Executive Session**

24 **At 7:13pm Pembroke moved and Kinney seconded a motion to enter Executive**
25 **Session to discuss Litigation. All were in favor.**

26
27 **At 7:26pm Kinney moved and Johnson seconded a motion to exit Executive Session.**
28 **All were in favor.**

29
30 Discussion

31 A meeting time for the Grievance Hearing needs to be set; Culkeen will contact Norm
32 Barlett in regards to the process. There was question as to when the 30 days started.
33 April 8th will be 30 days from the March 7th email. Discussion followed as to the
34 possibility of making a short agenda and doing this at the April 9th RGB meeting. It
35 was left with Culkeen to consult with the attorney.

36
37 **Adjournment**

38 **At 7:31pm Lamb moved and Peaslee seconded a motion to adjourn. All were in favor.**
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1 **Attachments:**

- 2 - Minutes of the February 21, 2012 Regional Governing Board Meeting
- 3 - Minutes of the March 5, 2012 Special Meeting
- 4 - Minutes of the March 5, 2012 SWVRTSD Annual Floor Meeting
- 5 - SWVRTSD Payroll Warrant # 18 & 1032
- 6 - SWVRTSD Payroll Warrant # 19 & 1034
- 7 - SWVRTSD Vendor Warrant # 1033
- 8 - SWVRTSD Vendor Warrant # 1035
- 9 - Revenue & Expenses, Statement of Cash Flow
- 10 - Field Trips (SkillsUSA & DECA)
- 11 - Nomination – Cosmetology Instructor

12
13 **Distributed at Meeting**

- 14 - Field Trip Request FBLA
- 15 - MAUMS Mosaic After School Programs