

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Special Meeting Minutes: April 9, 2012**
3 Assembly Room, Career Development Center

4
5 Members Present: Jim Boutin; Kevin Goodhue; Rickey Harrington; Leon Johnson; Fran
6 Kinney; Frank Lamb; Ed Letourneau; Rick Pembroke; Heidi Pickering.

7
8 Members Excused: Gloria Alexander; Justin Corcoran.

9
10 Staff and Others Present: James Culkeen; Wendy Klein; Bruce Lee-Clark; Jennifer Morgan-
11 Hall; Brenda Hart; Greg Lewis; Dawson Raspuzzi (Bennington Banner); Sandra Redding.

12
13 Videotaping: CAT-TV

14
15 Recorder: Barb Schlesinger

16
17 **Call to Order/ Welcome**

18 Boutin called the meeting to order at 6:30, noted a quorum was present and welcomed all.

19
20 **Public Comments** There were none

21
22 **Consent Agenda**

23 Three field trip requests were added at the meeting along with email (dated 4/6/2012
24 7:48am) from Kathy Slade to Sandy Redding with regards to SkillsUSA medal winners.

25
26 **Minutes**

- 27 - Minutes of the January 17, 2012 RGB Special Meeting
28 Kinney noted that Jon Peaslee was no longer on the Board at the March meeting;
29 therefore he couldn't second motions (Page 7, Line 38). Minutes are amended to read:
30 At 7:31, Corcoran moved and Goodhue seconded a motion to adjourn.

31
32 **Harrington moved and Lamb seconded a motion to approve the March 19, 2012**
33 **Meeting Minutes as amended. Hand vote was taken with all in attendance voting in**
34 **favor.**

35
36 **Warrants**

37 **Payroll**

- 38 - SWVRTSD Payroll Warrant # 20 4/09/2012 in the amount of \$ 9,727.41
39 - SWVRTSD Payroll Warrant # 1036 4/09/2012 in the amount of \$ 81,553.39

40
41 **Harrington moved and Kinney seconded a motion to approve the Payroll Warrants of**
42 **the Consent Agenda. Hand vote was taken with all in attendance voting in favor.**
43 There was no discussion.

44
45 **Vendor**

- 46 - SWVRTSD Vendor Warrant # 1037 3/28/2012 in the amount of \$ 43,328.36
47
48 - SWVRTSD Vendor Warrant # 1038 4/09/2012 in the amount of \$ 17,786.84
49

1 **Harrington moved and Kinney seconded a motion to approve the Vendor Warrants of**
2 **the Consent Agenda.**

3
4 Discussion/ Comments

5 Letourneau asked if supplies -Foley Distributing (Warrant # 1037, page 12) was a pass
6 through to Mount Anthony and if it wasn't Ed commented it should be. Lewis noted that
7 it was indeed part of the allocation expense.

8
9 Letourneau also inquired about the payment to EDLINE LLC (Warrant 1038, page 12).
10 Lewis responded this is used by students and faculty to access assignments and
11 grades.

12
13 Pickering inquired about the payments of \$6,896.51 to the Bennington Banner (Warrant
14 #1037, pg 2). Lewis explained this was an advertising expense for the position of Adult
15 Ed; it was paid for by a Department of Labor grant. Ms Pickering also inquired of the
16 BCRC payment (Warrant 1037, page 3); Lewis responded this was an Adult Service
17 grant – part for the service of Bob Mazur and part for the composite program.

18
19 **Hand vote was taken with all in attendance voting in favor to approve the Vendor**
20 **warrants excepting Pembroke who abstained. The chair also voted in favor.**

21
22 **Cash Flow, Revenue & Expense**

23
24 **Harrington moved and Kinney seconded a motion to accept the Treasurer's Cash**
25 **Flow and Revenue & Expense Reports.**

26
27 Harrington thanked Pembroke for the suggestion of having these reports in the packet.

28
29 **Hand vote was taken with all in attendance voting in favor. The chair also voted in**
30 **favor.**

31
32 **Code of Ethics**

33 Boutin noted this document is signed yearly by the Board members and posted outside the
34 office.

35
36 Harrington initiated discussion as to 'member' and 'individual' and noted by signing it, it
37 seems we sign away our individual rights. Boutin noted that board members are individuals
38 and have the right to express their individual opinion(s); board votes do not have to be
39 unanimous. Johnson noted that vote consensus equates to a unified board. Letourneau
40 referred to para five, third sentence which defines legal compliance vs good practice.

41
42 **No motion was made. Boutin passed the document around for members to sign.**

43
44 **Committee Reports**

45 There were none. Boutin will address committee assignments at his Chairman's Report.
46
47
48
49

Field Trips

Culkeen noted students were at competition to qualify and the results were not available in time for inclusion in the mailed board packet. He has brought three field trips to the board for approval this evening.

Human Services	5/10 → 5/11	Boston MA	9 Students (max)
SkillsUSA	6/23 → 6/28	Kansas City MO	4 Students
FBLA	6/27 → 7/3	San Antonio TX	8 Students

Johnson moved and Lamb seconded a motion to approve the three field trips.

Discussion:

Pickering inquired of the Perkins funding for the San Antoine trip. Culkeen explained that the Perkins is for staff only and is considered 'professional development'.

Pembroke moved to amend the Agenda to reflect the addition of the three field trips; Letourneau seconded the motion. Hand vote was taken with all in attendance voting in favor, including the Chair.

Discussion continued:

Letourneau asked if the addition of the field trips was because of timing; Culkeen responded yes, for one of them. Culkeen also noted he wanted to be sure the trips were approved before outlaying the money for the necessary airfare.

Boutin had seen the results report of the previous field trip (Sandy's email) and would like to update – the report lists the Gold/ Silver and Promotional Bulletin Board results. Lamb commented that in the past, the Board has sent a Letter of Commendation to the Program and the students. Boutin read the results and extended congratulations.

Hand vote was taken with all in attendance voting in favor of the three field trips, including the Chair.

Chairman's Report

Boutin

- Announced he had the committee assignments and read them through:
 - Education/ Facilities: Fran Kinney, Frank Lamb, Heidi Pickering
 - Finance: Jim Boutin, Rickey Harrington, Rick Pembroke
 - Marketing/ Outreach/ Strategic Planning: Gloria Alexander, Frank Lamb, Ed Letourneau
 - Policy: Justin Corcoran, Leon Johnson
 - Superintendent Evaluation: Jim Boutin, Kevin Goodhue, Rickey Harrington
- Spoke of the issue at the last meeting regarding the Point of Order on the vote on the letter. Boutin sought legal opinion, which put forth that an abstention equaled a 'no' vote, therefore the quorum present determines. The vote was five for and five abstaining; therefore not a quorum. The letter was not sent. Boutin reported that kind of letter does not require a motion; it should be done through the Director. This

1 is based on an opinion from Attorney McClintock.

2
3 Discussion:

4 Kinney noted the chain should be through Boutin to Culkeen in these instances.
5 Pembroke voiced his concerns on eleven opinions on one subject; it should be a
6 majority that the Director responds to. Boutin concurs; board members can do on
7 their own, but it would not be the stance of the board. Consensus of the board was
8 that this is ok; however, bottom line is that it comes from Culkeen (the Director).

9
10 Also from McClintock was a copy of the agreement. Boutin did not bring it; the board
11 will be publishing an RFP at the end of the school year. Bids for legal services will
12 be sought then. Pembroke noted the RFP should be sent out soon in order that legal
13 services be up and running by July 1, 2012. Boutin responded the old RFP could be
14 dusted off and used, posted on the website and in local media.

15
16 **Superintendent/ Director Report**

17 Culkeen:

- 18 - Introduced Jennifer Hall-Morgan, the new Cosmetology Instructor. Jen reported she
19 is very excited about this great opportunity at CDC. She is a graduate of the CDC,
20 and bought her own business, which she will continue to operate, nine years ago.
21 She thanked the board for the opportunity.
- 22 - Reported on a mentorship program that four staff members are participating in. The
23 mentors receive a small stipend, have weekly meetings and keep a log. The
24 purpose is to help new staff navigate through how the CDC operates; it is not about
25 training in the classroom subject. It is done in a non-evaluative way, aiming to
26 nurture rather than be punitive. The mentors will report to him at the end of the year.
27 NEASC listed this as a deficiency; therefore it is being addressed.
- 28 - Commented on H.430 that addressed technical education mentoring for new
29 superintendents and principals.
- 30 - Commented on the labor bill brought up at the last meeting. Letourneau commented
31 there were so many riders that the bill would not pass; it's not worth discussing
32 because it is going nowhere. Pembroke commented he has seen it introduced three
33 different times by three different legislators; someday it will. Letourneau noted that
34 teacher contracts supersede some of the items in the bill.
- 35 - Noted a finalized calendar was included in the packet. Goodhue reported he has
36 been asked and is raising the question of how the seniors can graduate on June 15th
37 while classes are scheduled until the 24th. How do they get the required amount of
38 school days? Culkeen responded he believes seniors are exempt from the 180
39 (175) day rule. As to the calendar, Culkeen noted MAU has to approve per contract,
40 CDC is not required to because we are regional. Johnson noted the superintendent
41 has the authority to approve.
- 42 - Spoke of NEASC. Culkeen reported Bruce Lee Clark has made minor corrections
43 and Culkeen believes it is no longer a working document. He will release it in next
44 month's packet.
- 45 - Provided a handout on the enrollment numbers of March 15, 2012 to the board
46 members and noted there was a mistake in the culinary program and pre-tech
47 numbers as to 2011 figures. Culkeen will look for more errors. Culkeen reported
48 there was a drop off in the 2012 numbers and attributed them to the fact there was
49 no Agriscience or Integrated Design (model RR) classes. Culkeen stated that at this

1 report is just info; he has no recommendation yet and is uncertain of the accuracy.
2

3 Johnson asked about the 'capacity column'; Culkeen responded it is not 100%. He
4 noted square footage, safety and state guidelines come into play. Johnson
5 commented they should not all be 16. Boutin commented this was all very
6 preliminary with Culkeen noting enrollment is in another month. Harrington
7 commented enrollment is down 15%, with Lamb noting a program and classes had
8 been cut. Harrington commented if you can't find candy, you don't have a sweet
9 tooth.

- 10
11 - Reported on the reorganization of administration and the front office staff; ads have
12 been placed for the Assistant Director and Adult Education positions. He wants to
13 do away with the Outreach position and combine those duties three ways among
14 the Assistant Director, Adult Ed Director and Superintendent. He plans on sending
15 a letter of notice (sixty days) to the Outreach Coordinator informing her in writing of
16 the elimination of the position. He needs to send the letter by April 30.
17

18 Letourneau commented that with enrollment down, it does not make sense to
19 eliminate the position. Lamb commented this was an action item which should not
20 be decided this evening without being warned and information provided. Lamb
21 asked why this was not brought up prior.
22

23 Culkeen reiterated he needs to send the letter and expressed confusion asking
24 'whose authority to eliminate? The Board's or the Superintendent's?'
25

26 Letourneau commented that he needs to see the plan, noted the position/ person
27 was funded by a Pell grant and does not understand giving away a years work of
28 paid labor.
29

30 Boutin commented that the Superintendent is tasked to write up a plan for
31 reorganization and that he will brief on a monthly basis and the board can expect a
32 final plan with job descriptions. There will be no action tonight, just an update.
33

34 Pembroke noted the contract was for 3 years with a sixty day notice not tied to the
35 end of the contract. Notice can be given at any time as long as it is sixty days.
36

37 Goodhue commented that we asked for a set of goals and we can't nitpick the
38 Superintendent.
39

40 Harrington commented he has thought the Superintendent should be responsible
41 for these tasks and we don't need an Outreach person. It's time we back him up to
42 do what he ahs to do.
43

44 Kinney noted he did not vote for the Outreach position. The position should rolled in
45 to the three job descriptions. Kinney voiced that he does not want the board to
46 micromanage.
47

48 Lamb again stated he wants to see the plan as to how the three positions will do the
49 task. Letourneau commented that in the past, the job was not getting done with the

1 three positions. He too would like to revisit in May.

2
3 Culkeen will be sending the letter in order to meet the April 30 timeline.

4
5 **Executive Session**

6 Boutin reported there would be no Executive Session this evening; the Union
7 Representative had to cancel.

8
9 **Other**

10 Goodhue inquired about the letter from the teachers and if anything had been done about it.
11 This letter was addressed to the board in response to the Schiller report.

12
13 Boutin spoke of the upcoming Board training, which will help the board work together to
14 address reports, and therefore the topic of the teacher's letter. Boutin also reported that the
15 May 19 training has to be rescheduled and asked if May 12th was ok or if the board preferred
16 May 26. Pembroke inquired if it could be done after a regular board meeting. Boutin
17 responded the training is a four-hour session. Boutin announced the training would be held
18 May 12th, 8AM to 12 noon. Boutin will provide an agenda soon.

19
20 **Adjournment**

21
22 **At 7:37pm Lamb moved and Kinney seconded a motion to adjourn. All in attendance**
23 **were in favor.**

24
25 Respectively submitted,

26
27 Barb Schlesinger
28 April 15, 2012

29
30 **Attachments:**

- 31 - Minutes of the RGB Meeting March 19, 2012
32 - Payroll Warrants # 20 and # 1036
33 - Vendor Warrant # 1037
34 - Vendor Warrant # 1038
35 - Treasurer Report – Statement of Cash Flow March 31, 2012
36 - Expenses & Revenue March 2012
37 - School Board Code of Ethics

38
39 **Meeting Additions/ Handouts**

- 40 - SVSU 2012 -2013 School Calendar (final)
41 - Slade to Redding email dated April 6, 2012
42 - Field Trips (3x)