

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Special Meeting Minutes: May 21, 2012**

3 Assembly Room, Career Development Center

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

7
8 Members Absent: Justin Corcoran; Leon Johnson.

9
10 Staff and Others Present: James Culkeen; Greg Lewis; Bob Mazur (7:00pm); Dawson
11 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 6:34pm, noting he delayed opening tonight's meeting
19 to wait for Culkeen and Pickering, who were at the Ag Advisory Committee meeting. He
20 welcomed all.

21
22 **Public Comments**

23 There were none. However Boutin announced he was doing something out of the ordinary,
24 he addressed the public, encouraged their input and noted public comments via email will
25 be responded to by the Board.

26
27 Boutin also read the Southwest Vermont Regional Technical School District's Mission
28 Statement and announced he will be doing that at each meeting henceforth.

29
30 **Consent Agenda**

31
32 **Minutes**

- 33 - Minutes of the April 9, 2012 RGB Special Meeting

34
35 **Harrington moved and Goodhue seconded a motion to approve the April 9, 2012**
36 **Meeting Minutes. Hand vote was taken with all in attendance voting in favor,**
37 **excepting Alexander who abstained.** There was no discussion.

- 38
39 - Minutes of the May 12, 2012 RGB Board Training with VSBA

40
41 **Harrington moved and Goodhue seconded a motion to approve the May 12, 2012**
42 **Meeting Minutes. Hand vote was taken with all in attendance voting in favor,**
43 **excepting Alexander, Pembroke, and Lamb (in attendance for ½ of the training,**
44 **therefore abstained ½ of the minutes) who abstained.** There was no discussion.

45
46 **Warrants**

47 **Payroll**

- 48 - SWVRTSD Payroll Warrant # 21 4/25/2012 in the amount of \$ 8,643.81
49 - SWVRTSD Payroll Warrant # 1039 4/25/2012 in the amount of \$ 69,117.42

- 1 - SWVRTSD Payroll Warrant # 22 5/21/2012 in the amount of \$ 8,476.59
- 2 - SWVRTSD Payroll Warrant # 1040 5/21/2012 in the amount of \$ 79,769.02
- 3
- 4 - SWVRTSD Payroll Warrant # 23 5/21/2012 in the amount of \$ 7,777.98
- 5 - SWVRTSD Payroll Warrant # 1042 5/21/2012 in the amount of \$ 69,045.99
- 6

7 **Harrington moved and Kinney seconded a motion to approve the Payroll Warrants of**
8 **the Consent Agenda. Hand vote was taken with all in attendance voting in favor.**

9 There was no discussion.

10
11 Vendor

- 12 - SWVRTSD Vendor Warrant # 1041 4/25/2012 in the amount of \$ 130,058.14
- 13
- 14 - SWVRTSD Vendor Warrant # 1043 5/21/2012 in the amount of \$ 98,285.13
- 15

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

18
19 Discussion/ Comments

20 Letourneau inquired about Check # 13326 (Warrant #1041), payment to AT& T Mobility
21 for March Safety – Cellular Telephone and commented it seemed high. Lewis
22 responded it is for five phones and they are looking to reduce the number of phones.

23
24 **Hand vote was taken with all in attendance voting in favor to approve the Vendor**
25 **warrants excepting Pembroke who abstained.**

26
27 Cash Flow, Revenue & Expense

28
29 **Pembroke moved and Harrington seconded a motion to accept the Treasurer's Cash**
30 **Flow and Revenue & Expense Reports. Hand vote was taken with all in attendance**
31 **voting in favor. Boutin announced the vote was unanimous. There was no discussion.**

32
33 Action Items

- 34 ➤ Superintendent's Report on Reorganization
- 35 ▪ Elimination of Position
- 36

37 Culkeen summarized the three organizational handouts included in the packet:

- 38 1. The hybrid SVSU service one from 2009-2010
- 39 2. Exhibit 6-27 (excerpt from RES and Associates Report, page 100)
- 40 3. Proposed draft SW VT CDC 2012
- 41

42 Culkeen noted that a goal given to him was to reorganize; presently he considers basic
43 operations sufficient. Culkeen noted the draft (#3) removes the position of Outreach
44 Coordinator. This position is grant funded; however the grant can be rewritten to direct
45 the monies (\$55,683) to fund more equipment training and curriculum development, ie
46 for engineering and information systems.

47
48 Culkeen reported the elimination was not easy; it will represent changes for the other
49 three positions. Two of these three positions are being recruited for (because of

1 retirement) and he has rewritten the job descriptions to include the additional duties.
2 The coordinator for Outreach will shift to the Superintendent. Culkeen feels this is the
3 direction CDC should be going in.

4
5 Discussion followed.

6
7 **Harrington moved and Kinney seconded a motion to eliminate the position. Hand**
8 **vote was taken with five voting in favor (Goodhue, Harrington, Kinney, Pembroke, and**
9 **Pickering) and three voting against (Alexander, Lamb and Letourneau). The Chair did**
10 **not vote. The motion carried.**

11
12 ▪ Nomination

13 Assistant Director

14 Pembroke opened the discussion.

15
16 **Kinney moved and Alexander seconded a motion to accept the nomination for**
17 **Assistant Director.**

18
19 **Motion was amended to include FTE, years experience and the funding source on the**
20 **application.**

21
22 **Hand vote was taken with all in attendance voting in favor.**

23
24 Assistant Director – Adult Education

25 Culkeen reported that there were eight applicants for the position, three were brought
26 back (two serious – one withdrew) and currently references are being checked. He
27 anticipates having a nominee for the June meeting. Culkeen noted Bob Mazur will be
28 leaving August 1st and there would be no action on his replacement tonight.

29
30 ➤ RFP for Legal Services

31 There was no discussion at this time and no action was taken.

32
33 ➤ RFP for Childcare Lease

34 This was discussed briefly during committee reports; no action was taken.

35
36 ➤ Report of Superintendent Evaluation/ Contract Committee

37 There was no discussion at this time and no action was taken.

38
39 **Committee Reports**

40 Education and Facilities

41 Lamb reported that there was one applicant that responded to the RFP; he asked
42 Culkeen to negotiate further on the lease agreement and then return to the Board.

43
44 Marketing/ Outreach/ Strategic Planning

45 Boutin announced this committee would be meeting tomorrow at 4:00pm.

46
47 **Chairman's Report**

48 Boutin

- 49 1. Reported he has had four occasions to interact with VSBA, two being the May 12th

- 1 training and the April 30th webinar he participating in with Culkeen. He noted the
2 training will help the Board move forward.
- 3 2. Spoke of the May 12th training in more detail, giving a summation of the meeting
4 format and noting the goals outlined:
- 5 a. Identify the responsible party
6 b. Identify the task(s) that need to be accomplished
7 c. Resources
8 d. Timeline
9 e. Identify and track the outcomes
- 10 Boutin feels this is a good approach to evaluating the reports.
- 11 3. Noted the Banner article regarding the accounting class placing second place in the
12 'Financial Bowl' and congratulated Mr Hogan.

13
14 **Superintendent/ Director Report**

15 Culkeen reported he had no additional comments.

16
17 **Executive Session**

18 **At 7:37pm Harrington moved and Kinney seconded a motion to enter Executive**
19 **Session for 1) Contract (negotiation of Superintendent) and 2) Legal negotiation. All**
20 **in attendance were in favor.** Culkeen and Lewis joined the Board.

21
22 At 7:45pm, Culkeen and Lewis exited Executive Session.

23
24 **At 8:15pm Pembroke moved and Lamb seconded a motion to exit Executive Session.**
25 **All in attendance were in favor.**

26
27 No action was taken.

28
29 **Adjournment**

30
31 **At 8:15pm Lamb moved and Alexander seconded a motion to adjourn. All in**
32 **attendance were in favor.**

33
34 Respectively submitted,

35
36 Barb Schlesinger
37 May 27, 2012

38
39 **Attachments:**

- 40 - Minutes of the RGB April 9, 2012 Special Meeting
41 - Minutes of the May 12, 2012 Training Session
42 - Payroll Warrants # 21 and # 1039 (April 25, 2012)
43 - Payroll Warrants # 22 and # 1040 (May 21, 2012)
44 - Payroll Warrants # 23 and # 1042 (May 21, 2012)
45 - Vendor Warrant # 1041 (April 25, 2012)
46 - Vendor Warrant # 1043 (May 21, 2012)
47 - Treasurer Report – Statement of Cash Flow April 30, 2012
48 - Expenses & Revenue April 30, 2012
49 - SVRTSD Organizational Chart 2009/ 2010

- 1 - Excerpt from RES and Associates Report (P 100) – Exhibit 6-27
- 2 - SWVTCDC Organizational Chart 2012 (Draft)
- 3 - Nomination Form for Assistant Director
- 4 - Job Description for Assistant Director for Adult Education
- 5 - Job Description for Assistant Director
- 6