

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Special Meeting Minutes: June 18, 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; Ed Letourneau; Heidi Pickering.
7

8 Members Absent: Frank Lamb; Rick Pembroke.
9

10 Staff and Others Present: James Culkeen; Michael Lawler; Greg Lewis; Bob Mazur
11 (6:50pm); 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 6:30pm, read the Southwest Vermont Regional
19 Technical School District's Mission Statement, noted a quorum was present and welcomed
20 all.
21

22 **Public Comments**

23 There were none. Boutin reminded the television audience they were free to make
24 comments and their comments would be welcomed.
25

26 **Executive Session – Superintendent Contract**

27 Boutin requested this be moved to the end of tonight's meeting.
28

29 **Consent Agenda**

30 Boutin reported he had conversation with Barb Schlesinger regarding the requirements of
31 meeting minutes. Boutin read from Vermont statute and an *Opinions* piece from the
32 Secretary of State. He noted minutes are not to be a transcript of the meeting.
33

34 There was brief discussion regarding if committee work sessions should have minutes when
35 the full board was making the final decision. Boutin noted that public meetings require
36 minutes.
37

38 **Minutes**

- 39 - Minutes of the May 21, 2012 RGB Meeting
 - 40 - Minutes of the May 21, 2012 Education/ Facilities Committee Meeting
 - 41 - Minutes of the May 22, 2012 Strategic Planning Committee
- 42

43 **Kinney moved and Harrington seconded a motion to approve all three sets of meeting**
44 **minutes. Hand vote was taken with all in attendance voting in favor, excepting**
45 **Corcoran who abstained.** There was no discussion.
46
47
48
49

1 **Warrants**

2 Payroll

- 3 - SWVRTSD Payroll Warrant # 24 5/29/2012 in the amount of \$ 11,042.72
- 4 - SWVRTSD Payroll Warrant # 1044 5/29/2012 in the amount of \$ 75,735.43
- 5
- 6 - SWVRTSD Payroll Warrant # 25 6/18/2012 in the amount of \$ 8,050.66
- 7 - SWVRTSD Payroll Warrant # 1046 6/18/2012 in the amount of \$ 68,820.13

8

9 **Harrington moved and Kinney seconded a motion to approve the Payroll Warrants of**
 10 **the Consent Agenda. Hand vote was taken with all in attendance voting in favor.**
 11 **Boutin announced the vote was unanimous.** There was no discussion.

12

13 Vendor

- 14 - SWVRTSD Vendor Warrant # 1045 5/29/2012 in the amount of \$ 46,600.93
- 15
- 16 - SWVRTSD Vendor Warrant # 1047 6/18/2012 in the amount of \$ 57,074.74

17

18 **Kinney moved and Harrington seconded a motion to approve the Vendor Warrants of**
 19 **the Consent Agenda. Hand vote was taken with all in attendance voting in favor.**
 20 **Boutin announced the vote was unanimous.** There was no discussion.

21

22 Cash Flow, Revenue & Expense

23 There was no discussion.

24

25 Action Items

- 26 ➤ Ratification ESP Agreement

27

28 **Johnson moved and Kinney seconded a motion to accept for ratification and**
 29 **approve the 2011-2013 Agreement between the Southwest Vermont Regional**
 30 **Technical School District and Supervisory Union (et als) and the Southwestern**
 31 **Vermont Education Associational Support Personnel Unit, Vermont – NEA/**
 32 **NEA. Hand vote was taken with all in attendance voting in favor. Boutin**
 33 **announced the vote was unanimous.** There was no discussion.

- 34
- 35 ➤ Tuition Reduction

36 Lewis referred to his *Tuition Reduction Proposal* handout and noted that at budget
 37 time we did not have the final state tuition figure. The revised rate to be paid by the
 38 districts is \$4,059.48. This represents a difference of -\$219.00. Lewis recommends
 39 this tuition reduction be accepted by the board. Lewis noted this reduction is from
 40 the budgeted tuition, not last year’s tuition.

41

42 There was brief discussion concerning eliminating surplus, refunding into next
 43 budget and unbudgeted expenses. Corcoran, Culkeen, Harrington, Johnson and
 44 Letourneau participated.

45

46 **Corcoran moved and Johnson seconded a motion to accept the revised tuition**
 47 **rate as presented by Greg Lewis, Business Manager. Hand vote was taken**
 48 **with all in attendance voting in favor. Boutin announced the vote was**
 49 **unanimous.**

- 1 ➤ Nomination for Assistant Director of Adult Education
2 Culkeen reported there were twenty-six applicants for the position; eight were
3 interviewed, three had a second interview, two had a third interview and the nominee
4 had a fourth. He noted the nominee's positive outlook and her experience with course
5 design. The nominee will begin July 1, 2012; there will be a one month overlap with
6 retiring Assistant Director Mazur. This overlap will be funded by the differences in
7 salary. Ms Huguet will be at the August RGB meeting.

8
9 There was brief discussion concerning the 'flex' schedule required with this position
10 and working/ helping out beyond the job description. Alexander, Corcoran and
11 Culkeen participated.

12
13 **Johnson moved and Goodhue seconded a motion to accept the nomination of**
14 **Marie-Pierre Huguet as Assistant Director of Adult Education. Hand vote was**
15 **taken with all in attendance voting in favor. Boutin announced the vote was**
16 **unanimous.**

- 17
18 ➤ Nomination for Assistant Director – Updated
19 Culkeen reported the nomination form for Assistant Director Lawler is now complete.
20 He then introduced Mr Lawler, who gave the board a brief bio of his career timeline.

21
22 **Johnson moved and Corcoran seconded a motion to accept the adjusted**
23 **nomination. Hand vote was taken with all in attendance voting in favor.**
24 **Boutin announced the vote was unanimous.** There was no discussion.

- 25
26 ➤ Childcare Lease – Updated
27 Culkeen noted the differences from the original draft: the term of the lease is three
28 years (versus five) and there is a small annual increase.

29
30 There was in-depth discussion wherein the majority of the board members and
31 administration participated. Topics included: private business expenses and
32 revenue, specific financial data (lacking in proposal) for Growing Up Right,
33 enrollment capacity, on-site lab vs CDC operated daycare (advantages and
34 disadvantages to CDC), responsibility for insurance and operating expenses covered
35 by CDC.

36
37 It was noted that this document is not the contract: it is a proposal for the
38 Superintendent to use, along with Board recommendations, to prepare the formal
39 lease agreement.

40
41 **Johnson moved and Goodhue seconded a motion to 1) accept the proposal as**
42 **presented and 2) direct the Superintendent to develop a contract. Hand vote**
43 **was taken with all in attendance voting in favor except Corcoran who voted**
44 **nay and Letourneau who abstained. Boutin announced the motion carried.**

- 45
46 ➤ Cable Project
47 Culkeen reported the upgrade was recommended in the Schiller report. An RFP was
48 issued with First Choice's proposal being the lowest, most complete proposal that
49 meets our needs. Culkeen noted Lawler oversaw the bid process.

1 **Harrington moved and Leon seconded to accept First Choice Comm Service's**
2 **(Brattleboro VT) proposal.**

3
4 Corcoran, Culkeen, Johnson, Lawler, and Letourneau participated in the discussion.
5 Topics discussed were an accelerated work schedule, the current cabling and need
6 for upgrade, wireless, a hand written addition on the bid and where the money for
7 this project is coming from.

8
9 **Hand vote was taken with all in attendance voting in favor. Boutin announced**
10 **the vote was unanimous.**

11
12 ➤ Paperless Board Project

13 Boutin noted that boards across the country are switching to electronic devices to
14 transfer/ collect data and limit their paper usage. He recommends either netbooks or
15 iPads and noted eventually the investment will pay off by the reduction in paper
16 costs. Boutin also noted the devices would be the property of CDC and would be
17 issued to board members for that use only. Lawler gave a synopsis of the pros and
18 cons of each device.

19
20 Administration and the majority of the board members participated in discussion
21 which included tech support for the devices, funding for the project, postage savings,
22 printing (shift in costs, iPad printer needs), a tech center's responsibility for staying
23 current with technology, individual board members home internet access, and
24 limitations with screen interface.

25
26 **Goodhue moved and Johnson seconded a motion to purchase the iPads for**
27 **the price quoted. Hand vote was taken with all in attendance voting in favor**
28 **excepting Letourneau who voted nay. Boutin announced the motion carried.**

29
30 ➤ RFP Legal Services

31 Culkeen reported that the first RFP sent out received no responses; this, the second,
32 received two. He recommended staying with attorney Lon McClintock.

33
34 Boutin, Culkeen, Goodhue, Johnson, and Letourneau participated in the brief
35 discussion. Topics included potential conflict in using the same firm as other school
36 boards and retainers, hourly rates and billables.

37
38 **Johnson moved and Alexander seconded a motion to accept the**
39 **Superintendent's recommendation of McClintock Law Office PC. Hand vote**
40 **was taken with all in attendance voting in favor. Boutin announced the vote**
41 **was unanimous.**

42
43 ➤ Board Vacancy

44 Boutin reported board member Rick Pembroke had submitted a Letter of Resignation
45 to Clerk Tim Corcoran effective June 13, 2012 at 5:00pm. Boutin read Mr
46 Pembroke's letter.

47
48 Boutin cited Section 8 of the District's Charter which deals with member resignations.
49 He noted Pembroke's resignation had been in discussion since June 1. Boutin

1 reported he noticed both the Bennington County Industrial Corporation (Peter
2 Odiera) and the Workforce Development Partnership of Bennington County (Demitri
3 Garder). Having heard nothing back, he went to the past election tally and contacted
4 the first person from the list, former board member Larry Johnson.

5
6 **Goodhue moved and Johnson seconded a motion to appoint Larry Johnson to**
7 **the Regional Governing Board.**

8
9 Goodhue, Harrington, and Letourneau briefly discussed procedure for member
10 replacement.

11
12 **Hand vote was taken with all in attendance voting in favor excepting Pickering**
13 **who abstained and Letourneau who voted nay. The motion carried.**

14
15 **Committee Reports**

16 **Education and Facilities**

17 Harrington reported there was nothing to report.

18
19 **Finance**

20 There was nothing to report.

21
22 **Marketing/ Outreach/ Strategic Planning**

23 Alexander reported that Culkeen will see that the duties of the former Outreach
24 Coordinator position are carried out by the new administrators. The committee will
25 begin their work tomorrow at their committee meeting and will incorporate the grid
26 developed at the board training session.

27
28 **Chairman's Report**

29 Boutin

- 30 1. Spoke of the CDC's Charter and business and industry partners and noted his
31 correspondence with Peter Odiera (BCIC).
32 2. Reported Odiera was 'on-board' and would like to explore ways the BCIC can be
33 more involved. Boutin requested the Superintendent and the new administration get
34 together and come back to the RGB with their thoughts.
35 3. Read a letter from Harry (gentleman who conducted board training) which spoke of a
36 draft contract outlining steps, roles and responsibilities and Springfield's contract.
37 Boutin requested a recommendation in August regarding more board training and
38 furthering goals. There is an expense for this training; however the board will come
39 out of it with a work plan and ways to do it.

40
41 It was suggested the Department of Labor become involved and that funding was
42 available through them.

43
44 **Superintendent/ Director Report**

45 Culkeen added

- 46 1) This past Friday was the first 'Step Up' day at the middle school. He explained that
47 for one period that day, CDC programs offered 'demos' on their campus. The focus
48 was on eighth graders and 'planting the seed early'. He thanked Megan Maguire for
49 her work on this event.

- 1 2) Reported on Building Trades' house on Laura Lane. The house is still incomplete
2 and the program's Advisory Board has decided to sell it as-is. Culkeen suggested
3 instructors participate in a cross-training day in lieu of the June 26th staff day;
4 instructors had the option of working one of the past three Saturdays siding, priming
5 and/or landscaping. The house is now closer to completion and is able to get a
6 conventional mortgage.
- 7 3) Noted Awards Night was June 12th and commented on the amount of participation
8 and talented students.
- 9 4) Commented on the efficiency of graduation.
- 10 5) Noted June 22 is the last school day for students, with June 25th being a makeup
11 day. June 26th is the last day for teachers.

12
13 Culkeen then asked for questions; there were none.

14 **Other**

15 There was nothing brought up.

16 17 18 **Executive Session**

19
20 **At 8:15pm Harrington moved and Alexander seconded a motion to enter Executive**
21 **Session to for Superintendent Contract. All in attendance were in favor.**

22
23 **At 8:02pm Kinney moved and Johnson seconded a motion to exit Executive Session.**
24 **All in attendance were in favor.**

25
26 **Harrington moved and Johnson seconded a motion to contract with the**
27 **Superintendent/ Director James Culkeen at a salary of \$109,000 for the 2012-2013**
28 **school year in equal installments in accordance with the policy of the Board. School**
29 **year 2013-14 is subject to evaluation and negotiation. School year 2014-2015 is**
30 **subject to evaluation and negotiation. Hand vote was taken with all in attendance**
31 **voting in favor excepting Corcoran and Letourneau who voted nay. The motion**
32 **carried.**

33 34 **Adjournment**

35
36 **At 9:04pm Kinney moved and Goodhue seconded a motion to adjourn. All in**
37 **attendance were in favor.**

38
39 Respectively submitted,

40
41 Barb Schlesinger

42 June 24, 2012

43 44 **Attachments:**

- 45 - Minutes of the May 21, 2012 RGB Meeting
- 46 - Minutes of the May 21, 2012 Edu/ Facilities Committee Meeting
- 47 - Minutes of the May 22, 2012 Strategic Planning Committee Meeting
- 48 - Payroll Warrants # 24 and # 1044 (May 29, 2012)
- 49 - Payroll Warrants # 25 and # 1046 (June 18, 2012)

- 1 - Vendor Warrant # 1045 (May 29, 2012)
- 2 - Vendor Warrant # 1047 (June 18, 2012)
- 3 - Treasurer Report – Statement of Cash Flow May 31, 2012
- 4 - Expenses & Revenue May 31, 2012
- 5 - ESP Agreement 2011 - 2013
- 6 - Tuition Reduction Proposal
- 7 - Nomination Form for Assistant Director of Adult Education
- 8 - Updated Nomination Form for Assistant Director
- 9 - Updated Childcare Lease Proposal
- 10 - Re-cabling project RFP, bid summary and bids submitted (4)

11
12 Distributed at meeting:

- 13 - Apple Education price quote – 12 16GB iPads
- 14 - Tiger Direct price quote – 12 Acer Aspire Notebooks
- 15 - Summary of Notebook and iPad pros and cons
- 16 - Stitzle, Page & Fletcher PC Proposal for Legal Services (14pages)
- 17 - McClintock Law Office PC Proposed Agreement