

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Special Meeting Minutes: August 13, 2012**

3 Assembly Room, Career Development Center

4
5 Members Present: Gloria Alexander; Jim Boutin; Kevin Goodhue; Rickey Harrington; Larry
6 Johnson; Leon Johnson; Fran Kinney; Frank Lamb; Heidi Pickering.

7
8 Members Absent: Justin Corcoran; Ed Letourneau.

9
10 Staff and Others Present: James Culkeen; Marie-Pierre Huguet; Greg Lewis; Sandra
11 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, noted a quorum was present and that it was
19 the start of the new school year.

20
21 **Public Comments**

22 There were none. Boutin reminded the television audience that the board was always open
23 to comments submitted with a name and address. He also welcomed Larry Johnson back
24 to the board.

25
26 **Consent Agenda**

27
28 **Minutes**

- 29 - Minutes of the June 18, 2012 RGB Meeting
30 - Minutes of the June 19, 2012 Strategic Planning Committee
31 - Minutes of the July 12, 2012 Strategic Planning Committee

32
33 **Harrington moved and Kinney seconded a motion to approve the three sets of**
34 **meeting minutes. Hand vote was taken with all in attendance voting in favor,**
35 **excepting Larry Johnson who abstained from all three and Lamb who abstained from**
36 **the June 18th set. There was no discussion.**

37
38 **Warrants**

39 June 2012

- 40 - SWVRTSD Payroll Warrant # 26 6/27/2012 in the amount of \$ 6,073.05
41 - SWVRTSD Payroll Warrant # 1048 6/27/2012 in the amount of \$ 78,850.01
42
43 - SWVRTSD Payroll Warrant # 27 6/27/2012 in the amount of \$ 2,803.85
44 - SWVRTSD Payroll Warrant # 1049 6/27/2012 in the amount of \$ 33,762.40
45
46 - SWVRTSD Payroll Warrant # 28 6/27/2012 in the amount of \$ 11,215.63
47 - SWVRTSD Payroll Warrant # 1050 6/27/2012 in the amount of \$125,744.11
48
49

- 1 - SWVRTSD Payroll Warrant # 29 6/27/2012 in the amount of \$ 3,055.98
- 2 - SWVRTSD Payroll Warrant # 1051 6/27/2012 in the amount of \$ 33,308.35
- 3
- 4 - SWVRTSD Vendor Warrant # 1052 6/27/2012 in the amount of \$115,370.85
- 5

6 **Harrington moved and Kinney seconded a motion to approve the Warrants of June**
7 **2012. Hand vote was taken with all in attendance voting in favor. Boutin announced**
8 **the vote was unanimous.** There was no discussion.

9
10 July 2012

- 11 - SWVRTSD Payroll Warrant # 1 7/16/2012 in the amount of \$ 13,119.93
- 12 - SWVRTSD Payroll Warrant # 1000 7/16/2012 in the amount of \$ 26,096.53
- 13
- 14 - SWVRTSD Payroll Warrant # 2 7/31/2012 in the amount of \$ 294.42
- 15 - SWVRTSD Payroll Warrant # 1001 7/31/2012 in the amount of \$ 25,862.24
- 16
- 17 - SWVRTSD Vendor Warrant # 1002 7/16/2012 in the amount of \$100,900.59
- 18

19 **Harrington moved and Kinney seconded a motion to approve the Warrants of July**
20 **2012. Hand vote was taken with all in attendance voting in favor. Boutin announced**
21 **the vote was unanimous.**

22
23 There was brief Q/A regarding fiscal year-end accrual.

24
25 August 2012

- 26 - SWVRTSD Payroll Warrant # 1003 8/13/2012 in the amount of \$ 50,876.26
- 27
- 28 - SWVRTSD Vendor Warrant # 1005 8/13/2012 in the amount of \$ 22,643.10
- 29

30 **Harrington moved and Kinney seconded a motion to approve the Warrants of August**
31 **2012. Hand vote was taken with all in attendance voting in favor. Boutin announced**
32 **the vote was unanimous.** There was no discussion.

33
34 Cash Flow, Revenue & Expense

35 There was discussion as to whether a vote should be called to acknowledge receipt and the
36 board's review of these reports.

37
38 Also discussed, with Pickering, Culkeen, Lewis, Leon Johnson, Boutin, Lamb, and
39 Harrington participating, was the current year horticulture budget line, policy, board vote and
40 administrative responsibilities in respect to budget transfers, dropped programs and the
41 upcoming budget preparation for FY 2013/ 2014.

42
43 **Harrington moved and Lamb seconded a motion to accept the Cash Flow Statements**
44 **and the Treasurer's Report.**

45
46 Further discussion as to if a vote should be taken ensued. Points were made that the
47 purpose of the reports was to inform the board versus the board voting to acknowledge
48 receipt and brief review. The question being, does board vote equate with the Reports
49 being 'cast in stone'. Boutin requested the matter be tabled; he would like to call upstate to

1 research further.

2
3 **The motion was tabled by consensus of the majority present.**

4
5 **Action Items**

- 6 ➤ Nomination – Law Enforcement Instructor (P/T)

7
8 **Leon Johnson moved and Kinney seconded a motion to Johnson to accept the**
9 **nomination of Andrew Hunt as Law Enforcement Instructor.**

10
11 There was brief discussion noting the nominee is a good choice; he is out in the
12 community and is a CDC grad. It was also noted this is a .5 position. Culkeen will
13 bring Hunt to the September RGB meeting to introduce him to the Board.

14
15 **Hand vote was taken with all in attendance voting in favor. Boutin announced**
16 **the vote was unanimous.**

- 17
18 ➤ RGB Study/ Schiller Report
19 ○ Analysis Strategy

20 This item was moved to the Superintendent/ Director Report. It will be an
21 informational, rather than action item, at this evening's meeting.

22
23 **Committee Reports**

24 **Marketing/ Outreach/ Strategic Planning**

25 Alexander spoke of a grid, based on the CDC's Mission Statement, which has been
26 developed. The spreadsheet format of the grid tracks the Goal (ie responsible players
27 and task), Action (strategies), Resources, Timeline and the Outcome (monitoring
28 criteria) individually for each of the five goals. Gloria will be meeting with Jim Boutin
29 and Jim Culkeen August 23rd to further research. She also highlighted specifically
30 Community Education (1c), Student Involvement (2b), Employability (3a) and
31 Curriculum (4d).

32
33 There was brief discussion as to the four years of information already compiled and
34 what, if anything, has been done with it. It was noted this would be the grid's task.
35 Boutin noted the Mission Statement is seven years old and is in need of some changes,
36 which will be brought to the board as Action Items.

37
38 **Chairman's Report**

39 Boutin spoke of two items from the Vermont School Boards Association:

- 40 1. Changes in the Criminal Records and Abuse Registry Checks. Jim will follow up and
41 email board members the new guidelines. It was noted these changes might
42 precipitate updates to policy.
43
44 2. The September 5th Regional VSBA Meeting, which will be held at the CDC. Jim read
45 the flyer, noting the theme was to be 'Be The Change'. He urged board members to
46 attend and he will be following up to the board members with an email regarding time
47 and the registration form.
48
49

1 **Superintendent/ Director Report**

2 Culkeen:

- 3 1) Introduced the new Assistant Director of Adult Services, Marie–Pierre Huguet.
4 Marie-Pierre gave the board a brief background of herself and her career, noting this
5 position is her ‘dream job’. She specializes in the mechanics of teaching/ learning
6 and likened herself to an outsider looking in. She anticipates the upcoming school
7 year as one of transitioning for herself and the position. Culkeen expressed ‘her
8 enthusiasm is tangible and will move CDC forward’.
- 9 2) Reported the CAT 6 wiring project is complete; the tech department is very satisfied
10 with the how things went and the results.
- 11 3) Noted the entrance to the school has been cleaned up; the project was bid out to a
12 local contractor.
- 13 4) Reported there will be a new vinyl sign at the entrance to CDC. Culkeen is working
14 toward having one (1) universal logo for the CDC that will trigger instant recognition.
15 The Forestry pick up, Building Trades van and the busses are all targeted for skins
16 with this logo.
- 17 5) Reported the main hallway from MAU will be painted; program ‘samples’, which
18 consist of action photos of individual programs, will also be on display in the effort to
19 create name branding and help identify student pride.
- 20 6) Distributed the Adult Education program and noted there would also be an ad for
21 Adult Ed on the back page of the student handbook. Culkeen also noted the student
22 handbook was overhauled this summer.
- 23 7) Spoke of the teacher in-services beginning August 27th:
24 • Day one is with SVSU with CDC presenting six sessions on career
25 readiness,
26 • Days two and three are in-house training for budgetsense software,
27 classroom management and dealing with parents,
28 • Days four and five will be teacher led professional development.
- 29 8) Distributed a handout and briefly explained his suggested goals for the 2012-2013
30 year:
31 1. Complete review of the RGB study with recommendations to the board for
32 action.
33 2. Creation of a Curriculum and Program review cycle.
34 3. Completion of a marketing plan and procedure manual.
- 35
- 36 There was brief discussion with Harrington, Lamb and Leon Johnson participating.
37 Topics included the simplicity of the plan(s) and the process of to the Evaluation
38 Committee then back to the board for its review. There will be no action tonight.
- 39 9) Handed out the recommendations included in the Schiller Report. Many have
40 already been addressed; the remaining ones will be placed on upcoming meeting
41 Agendas with a background and his recommendation. He plans on developing a
42 score card/ grid to track progress and noted some will be easy, some not. Culkeen
43 noted the following ‘numbers’ have been done and gave a brief explanation:
44 # 1 Accepted and carried out.
45 # 2 List of goals completed
46 # 9 There has been partial movement: 1 training to date
47 # 12 Without other duties, there is not enough work for ‘full time’
48 # 13 This has been completed
49 # 17 Half way completed

- 1 # 20 Half way completed
- 2 # 22 Half way done
- 3 # 23 Syllabus will be documented
- 4 # 32 The CAT 6 cabling is completed
- 5 # 37 Partially completed
- 6 # 43 Completed

7

8 Alexander noted Recommendation # 14 has also been completed. Boutin proposes
9 not yet addressed Recommendations become Action Items on future agendas.

10

11 Discussion included if these should be voted on or reported, the use of a matrix to
12 track progress, forewarning before it becomes an 'Action Item', and phasing in the
13 'tough' ones to put them to rest early on. Alexander, Boutin, Culkeen, Goodhue,
14 Leon Johnson, Kinney, and Lamb participated.

15

16 **Other**

17 Boutin reported the iPads were in and would be available for next month's meeting.
18 Consensus was that the September 17th meeting would start one-half hour early (6:00pm)
19 to allow for a ½ hour training session.

20

21 **Executive Session**

22 There was none.

23

24 **Adjournment**

25

26 **At 7:49pm Lamb moved and Alexander seconded a motion to adjourn. All in
27 attendance were in favor.**

28

29 Respectively submitted,

30

31 Barb Schlesinger
32 August 19, 2012

33

34 **Attachments:**

- 35 - Minutes of the June 18, 2012 RGB Meeting
- 36 - Minutes of the June 19, 2012 Strategic Planning Committee Meeting
- 37 - Minutes of the July 10, 2012 Strategic Planning Committee Meeting
- 38 - June Payroll Warrants # 26 and # 1048 (June 27, 2012)
- 39 - June Payroll Warrants # 27 and # 1049 (June 27, 2012)
- 40 - June Payroll Warrants # 28 and # 1050 (June 27, 2012)
- 41 - June Payroll Warrants # 29 and # 1051 (June 27, 2012)
- 42 - June Vendor Warrant # 1052
- 43 - July Payroll Warrants # 1 and # 1000 (July 16, 2012)
- 44 - July Payroll Warrants # 2 and # 1001 (July 31, 2012)
- 45 - July Vendor Warrant # 1002 and 1004
- 46 - August Payroll Warrant # 1003 (August 13,2012)
- 47 - August Vendor Warrant # 1005

- 1 - Cash Flow Statements June 2012
- 2 Annual Report of Receipts and Disbursements (6/30/2012)
- 3 July 2012
- 4 - Expenses Fiscal Year 2011 – 2012
- 5 - Revenue & Expense July 1 – July 31, 2012
- 6 - Nomination Form for Law Enforcement Instructor, .5 position
- 7 - NATEF Letter – Auto Program
- 8 - Bennington Banner article – New Adult Ed Assistant Director
- 9 - Bennington Banner article – Computer Experts – former students
- 10 - Bennington Banner article – CDC participation/ Rosie’s Girls summer program
- 11
- 12 Distributed at meeting:
- 13 - RES – Schiller Recommendations
- 14 - Superintendent- Director Suggested Goals presented 8/13/2012
- 15 - Strategic Planning’s Review Grid
- 16 - 5 Year Strategic Plan 2010 – 2015
- 17 - CDC September – December Adult Education, Learning Institute and Online
- 18 Learning Course Catalog