

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Special Meeting Minutes: September 17, 2012**

3 Assembly Room, Career Development Center

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

8  
9 Staff and Others Present: James Culkeen; Mike Lawler; Greg Lewis; Sandra Redding.

10  
11 Videotaping: CAT-TV

12  
13 Recorder: Barb Schlesinger

14  
15 **Call to Order/ Welcome**

16 Boutin called the meeting to order at 6:30pm, commented to the board that the meeting's  
17 packet was in the 'drop box' on their newly acquired iPads, noted a quorum was present and  
18 welcomed all.

19  
20 **Public Comments**

21 There were none.

22  
23 **Consent Agenda**

24  
25 **Minutes**

- 26 - Minutes of the August 13, 2012 RGB Meeting

27  
28 **Goodhue moved and Harrington seconded a motion to approve the August 13, 2012**  
29 **RGB meeting minutes. Hand vote was taken with all in attendance voting in favor**  
30 **excepting Corcoran and Letourneau who abstained.** There was no discussion.

31  
32 **Warrants**

33 Payroll

- 34 - SWVRTSD Payroll Warrant # 1006 8/29/2012 in the amount of \$ 22,757.59  
35  
36 - SWVRTSD Payroll Warrant # 5 9/17/2012 in the amount of \$ 3,519.43  
37 - SWVRTSD Payroll Warrant # 1007 9/17/2012 in the amount of \$ 66,060.47  
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39 - SWVRTSD Payroll Warrant # 6 9/17/2012 in the amount of \$ 3,233.09  
40 - SWVRTSD Payroll Warrant # 1009 9/17/2012 in the amount of \$ 64,310.17

41  
42 **Harrington moved and Kinney seconded a motion to approve the Payroll Warrants.**  
43 **Hand vote was taken with all in attendance voting in favor. Boutin announced the**  
44 **vote was unanimous.** There was no discussion.

45  
46 Vendor

- 47 - SWVRTSD Vendor Warrant # 1008 8/29/2012 in the amount of \$ 89,926.82  
48  
49 - SWVRTSD Vendor Warrant # 1010 9/17/2012 in the amount of \$ 24,047.54

1 **Leon Johnson moved and Kinney seconded a motion to approve the Vendor**  
2 **Warrants. Hand vote was taken with all in attendance voting in favor. Boutin**  
3 **announced the vote was unanimous.** There was no discussion.

#### 4 5 **Cash Flow, Revenue & Expense**

6 Boutin reported that he further researched after last month's meeting whether the board  
7 should be taking action on the Treasurer's Reports. Boutin spoke with the attorney for the  
8 Vermont School Board Associations (VSBA) who referred him to Roberts Rules of Order  
9 (Section 48) which notes action is only required for the Annual/ Auditor Report. Boutin  
10 suggested however that the board review the reports seriously.

11  
12 There was a question regarding the column headings on the Expense Summary. Lewis  
13 responded that this report is actually his, explained what the column headings represent and  
14 noted he reconciles the Treasurer's report each month.

#### 15 16 **Action Items**

- 17 ➤ CTSO Nominations
- 18 • FBLA – Neal Hogan
  - 19 • Human Services – Stephanie Peters
  - 20 • SkillsUSA – Katherine Slade
  - 21 • DECA – Lauri Wright

22  
23 Culkeen noted the nominees are all returning advisors and the compensation amount(s) is  
24 in the teacher contract. He also noted the clubs are critical to Perkins funding and local  
25 plans; the state wants to see the student participation numbers increase.

26  
27 **Leon Johnson moved and Goodhue seconded a motion to accept the four (4)**  
28 **nominees. Hand vote was taken with all in attendance voting in favor. Boutin**  
29 **announced the vote was unanimous.** There was no discussion.

- 30  
31 ➤ Superintendent Goals
- 32 1. Complete review of RGB Study with recommendations to the Board for action  
33 This was reviewed at the last RGB meeting.
  - 34 2. Creation of a curriculum and Program Review Cycle
  - 35 3. Completion of a Marketing and Procedure manual

36  
37 Boutin reported he consulted with the Superintendent Evaluation committee and they are  
38 happy with these goals and feel they are reachable.

39  
40 **Alexander moved and Leon Johnson seconded a motion to accept these three goals.**

41  
42 Culkeen gave a brief review of these goals:

- 43  
44 • He noted that Goal #1 was reviewed at last month's meeting.
- 45  
46 • Goal #2 is addressed in the 'Program and Curriculum Management Cycle' handout  
47 which was circulated this evening. Culkeen wants every program in this cycle which  
48 progresses through 1) research & development, 2) implementation, 3) monitoring,  
49 and 4) evaluation. The cycle provides a systematic approach to review and

1 modernization of each program.  
2

3 Last year, the Culinary and Marketing programs were in the 'research and  
4 development' phase (which involves online research and site visits); Year Two has  
5 them now in implementation. Culkeen would like the focus for this year to be the  
6 Manufacturing and Design program and the Artificial Intelligence/ Network Academy  
7 program.  
8

- 9 • Goal #3 would be a documented, procedure manual for marketing, which would  
10 enable better budgeting and planning.

11  
12 There was brief discussion as to 'District' level (Phase II) and a timeline for these goals.  
13

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

### 16 **Committee Reports**

#### 17 Education

18 Lamb spoke briefly of the meeting that was held at 5:00pm this evening. He reported  
19 the committee met with the Ag Advisory Committee and listened to their input. The  
20 committee is also looking at other programs the CDC needs to include. They are also  
21 looking at the possibility of 'spinning off' and using existing instructors/ space. Lamb  
22 noted this is all in the discussion phase.  
23

### 24 **Chairman's Report**

25 Boutin spoke of the

- 26 • September 5<sup>th</sup> Vermont School Board Association (VSBA) meeting that was held at  
27 the CDC. Jim passed out and read through an outline which included the main  
28 points (below) and bullets of the 'Be the Change for Kids' meeting:
  - 29 ▪ Education Innovation
  - 30 ▪ Teaching Transformation
  - 31 ▪ Exceptional Child-Focused Governance
  - 32 ▪ Strong Statewide Policy and Support
- 33
- 34 • October 25/ 26 VSBA Conference at Lake Morey and asked for board  
35 representation. Larry Johnson announced he planned on attending the Thursday  
36 session; Boutin will also attend the conference.  
37

### 38 **Superintendent/ Director's Report**

39 Culkeen:

- 40 • Noted the four CDC vehicles parked out front in the entrance circle and commented  
41 they will be 'roaming billboards' for the center.
- 42 • Noted this is the fourth week of the school year and the third week with students in  
43 attendance. He reviewed again the instructor activities of the first week.
- 44 • Reported that as of today, there are 446 students (not FTEs) in attendance. The  
45 official student count will be as of October 15<sup>th</sup>. This count, and the detail reports,  
46 will be a November agenda item.
- 47 • Spoke of major missions now and for this year:
  - 48 ▪ Being on time for class
  - 49 ▪ Being in class everyday

1 Both he and Assistant Director Lawler are visiting each classroom and educating the  
2 students about the importance of these soft skills in the real world and also the  
3 penalties for non-compliance here at the CDC. The Student Handbook outlines the  
4 parameters, which Culkeen noted for the board. There has been a change in the  
5 number of unexcused absences allowed; the number has been increased to 21 days  
6 per year, as is MAU's. Excused absences are still permitted and do not result in  
7 penalties.

8  
9 As to tardiness, nine (9) are allowed per year. Over that amount, tardy days become  
10 unexcused absences. Warning letters are sent to parents after 5, 9, 11 and 16  
11 occasions. Impending loss of credit is sent as a certified letter.

12  
13 Brief discussion as to the procedure in the handbook with reference to policy,  
14 guidance and the assistant director working with the students with problems in these  
15 areas and the input from employers regarding the lack of these soft skills followed.

### 16 17 **Executive Session**

18 There was none.

### 19 20 **Other**

- 21 ▪ Goodhue requested a report next month on Distant Learning.
- 22 ▪ It was noted that Andy Hunt was unable to attend tonight.
- 23 ▪ Boutin drew attention to the Human Services newsletter (handout), noted it was  
24 outstanding and commented that Stephannie should be commended.
- 25 ▪ Alexander noted the next Strategic Planning Committee meeting would be held  
26 Monday, September 24<sup>th</sup> at 4:00pm.

### 27 28 **Adjournment**

29 **At 7:15pm Lamb moved and Goodhue seconded a motion to adjourn. All in**  
30 **attendance were in favor.**

31 Respectively submitted,

32  
33  
34 Barb Schlesinger  
35 September 22, 2012

### 36 37 **Attachments:**

- 38 - Minutes of the August 13, 2012 RGB Meeting
- 39 - August Payroll Warrant #1006
- 40 - September Payroll Warrants # 5 and # 1007; # 6 and # 1009
- 41 - August Vendor Warrant # 1008
- 42 - September Vendor Warrant # 1010
- 43 - Cash Flow Statements August 1 – August 31, 2012
- 44 - Revenue & Expense August 1 – August 31, 2012
- 45 - Nomination Form(s) for CTSO positions:
  - 46 ○ FBLA
  - 47 ○ Human Services
  - 48 ○ SkillsUSA
  - 49 ○ DECA

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- Superintendent Goals

Distributed at meeting:

- Human Services Newsletter Fall 2012 (Peters)
- Program and Curriculum Management Cycle (Draft) (Culkeen)
- Vermont School Board Association Regional Meeting 9/5/2012 (Boutin)

DRAFT