

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: November 19, 2012**

3 Assembly Room, Career Development Center

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

7  
8 Members Absent: Gloria Alexander; Justin Corcoran; Rickey Harrington.

9  
10 Staff and Others Present: Taylor Anderson (2011 alum); James Culkeen; Wendy Klein; Mike  
11 Lawler; Greg Lewis; 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 6:32pm, welcomed all and noted a quorum was  
19 present.

20  
21 **Public Comments**

22 Boutin called for public comments; there were none.

23  
24 **Presentation: Wendy Klein, Instructor for Co-op and School to Work Program**

25 Klein noted her presentation this evening has been updated to reflect the program's current  
26 statistics. She explained she would quickly review the new data to allow more time for Taylor  
27 Anderson to reflect on his CDC and co-op experiences.

28  
29 Klein went through her PowerPoint, expanding on the following topics:

- 30 ➤ Scheduling Options
- 31 ○ Coop Seminar - an 85 minute elective
  - 32 ○ Tech Program rotations – Human Services and Medical Professions
  - 33 programs participate in this option. In the past, Cosmetology and Law
  - 34 enforcement participated also. They no longer do, therefore enrollment
  - 35 numbers are down.
  - 36 ○ Individual Co-op (Other)
- 37 ➤ Placement Stats (details were presented)
- 38 ○ Are steady for Human Services and Medical Professions
  - 39 ○ Seminars are growing
  - 40 ○ Individual Co-op is where work is needed
  - 41 ○ There are 27 participating employers for the fall semester; two are new.
- 42

43 Taylor Anderson then relayed his experience with his CDC co-op at NSK during his junior  
44 year. He is now enrolled at Hudson Valley and plans to transfer to RPI. He recounted he  
45 learned a lot during his co-op and credits the experience with him choosing engineering as  
46 his career path.

47  
48 Board questions:

49 Taylor responded to questions that asked of him to describe his 'normal' school day, and he

1 elaborated on transportation issues, his mentors at NSK, and being treated as an adult.

2  
3 Comments included community Workforce development, Klein's goal of one 'paying' co-op  
4 per program, and her focus of always increasing 'the numbers'. She also spoke of the  
5 challenge of co-ops: getting the skill set with room in their schedule equals a small subset  
6 able to participate.

7  
8 Boutin commented on an interview of Governor Shumlin's where the Governor stated he  
9 wants all students to have a co-op. He asked employers to contact either Klein or Culkeen if  
10 interested.

## 11 Consent Agenda

- 12  
13  
14 - Minutes of the October 15, 2012 RGB Meeting

15  
16 **Kinney moved and Leon Johnson seconded a motion to approve the October 15,**  
17 **2012 RGB meeting minutes as corrected. Hand vote was taken with all in**  
18 **attendance voting in favor excepting Lamb, Letourneau and Pickering who**  
19 **abstained. Boutin announced the vote.**

20  
21 Goodhue noted that Frank Lamb was listed as both attending and as absent. The  
22 minutes stand corrected to indicate Lamb was absent for the October Board meeting.

- 23  
24 - Minutes of the October 15, 2012 Finance Committee Meeting

25  
26 **Larry Johnson moved and Leon Johnson seconded a motion to approve the October**  
27 **15, 2012 Finance Committee meeting minutes. Hand vote was taken with all in**  
28 **attendance voting in favor, excepting Lamb who abstained. There was no discussion.**

- 29  
30 - Minutes of the October 22, 2012 Strategic Planning Committee Meeting

31  
32 **Kinney moved and Goodhue seconded a motion to approve the October 22, 2012**  
33 **Strategic Planning Committee meeting minutes. Hand vote was taken with all in**  
34 **attendance voting in favor, excepting Lamb and Letourneau who abstained.**

35  
36 Boutin wished Alexander a speedy recovery. There were no other comments.

## 37 Warrants

### 38 Payroll

- 39  
40 - SWVRTSD Payroll Warrant # 9 10/31/2012 in the amount of \$ 1,467.20  
41 - SWVRTSD Payroll Warrant # 1015 10/31/2012 in the amount of \$ 72,472.31  
42  
43 - SWVRTSD Payroll Warrant # 10 11/19/2012 in the amount of \$ 2,842.74  
44 - SWVRTSD Payroll Warrant # 1017 11/19/2012 in the amount of \$ 65,584.58  
45

### 46 Vendor

- 47 - SWVRTSD Vendor Warrant # 1016 10/31/2012 in the amount of \$ 52,423.08  
48  
49 - SWVRTSD Vendor Warrant # 1018 11/19/2012 in the amount of \$ 24,667.24

1 **Kinney moved and Lamb seconded a motion to approve the Payroll and Vendor**  
2 **Warrants.**

3  
4 Discussion:

5 There was brief discussion as to the Warrants not being in the 'Drop box' for review prior to  
6 the meeting, the HVAC invoice and #1018, page 9 which relates to the wood chip system  
7 maintenance (both MAU pass-throughs).

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

11  
12 **Cash Flow Statement**

13 Pickering inquired as to the revenue from the sale of a snowboard. Lewis explained the  
14 snowboard was from a prior program project that has since ended and that used/ no longer  
15 needed equipment is routinely sold. He also noted a 'mountain' board is for sale.

16  
17 **Revenue & Expenses**

18 No comments.

19  
20 **Action Items**

- 21 ➤ PTF Approvals (Pre Tech Foundation)

22  
23 Culkeen reported there has been an oversight; Culinary needs to be approved in order for  
24 the center to be reimbursed.

25  
26 Also to be approved is Intro to Business Sports and Entertainment Management. He noted  
27 this class is geared primarily towards 10<sup>th</sup> graders and will not run if there is not enough  
28 interest.

29  
30 **Kinney moved and Lamb seconded a motion to approve the two PTF classes. Hand**  
31 **vote was taken with all in attendance voting in favor. Boutin announced the vote was**  
32 **unanimous.**

- 33  
34 ➤ Policy #5003C Bully/ Harassment

35  
36 Leon Johnson reported the policy now addresses cyber-bulling, defines the differences  
37 between harassment and bullying and is what the Vermont School Board Association is  
38 asking for. Boutin noted the policy was very important and asked the board to pay strict  
39 attention in that the policy impacts board members individually.

40  
41 **Kinney moved and Leon Johnson seconded a motion to Warn Policy 5003C. Hand**  
42 **vote was taken with all in attendance voting in favor.**

43  
44 **Committee Reports**

45 Policy

46 Leon Johnson noted the committee also discussed the Internet Use policy at their  
47 meeting, and noted new terms need to be added.

48  
49 The committee also looked at 'class size', which was referred to them by the Education

1 committee. They will include in their review why the lower end is lower and why the  
2 upper ones are always packed.

3  
4 Education/ Facilities

5 Lamb reported they will meet on November 28. Boutin will invite Jim Marsden for an  
6 hour earlier to cover the Allocation Agreement. The meeting will be warned as such.

7  
8 Superintendent Evaluation

9 Boutin reported this would be discussed tonight in Executive Session.

10  
11 Strategic Planning

12 Boutin reported the meeting was scheduled for Monday.

13  
14 Finance

15 The committee met last month prior to the regular meeting to approve for  
16 recommendation the Audit for the full board.

17  
18 **Superintendent/ Director's Report**

19 • Enrollment

20 Culkeen commented on the two reports included in the packet: 1) the October 15<sup>th</sup>  
21 report that went to the State which represents this semester's FTEs and 2) the  
22 November 13<sup>th</sup> report from guidance which details the enrollment numbers in the  
23 classrooms. He reiterated one FTE equals 240 minutes and therefore a short block  
24 equates to four-plus students. These reports tie into what the Policy committee is  
25 looking at in regards to addressing class size. Culkeen reported he had no specific  
26 recommendations this evening; however, if the policy goes through, some of the  
27 lower enrollment classes would have to be warned.

28  
29 There was brief discussion seeking clarification on the 10/ 10 numbers and the  
30 verbiage 'and/or' as opposed to 'and + or', which is a higher standard. Culkeen noted  
31 his understanding was that it be 'and + or'; however, he noted not everyone agreed.  
32 Boutin commented this would be addressed at the Education Committee meeting  
33 with a clarification then being sent to Policy.

34  
35 • Survey and Schiller Report

36 Survey

37 Culkeen reported there were eight respondents out of the eleven board  
38 members. In regards to the question posed if the District should be dissolved  
39 (Option 2), the overwhelming majority responded no. He requested an Action  
40 Vote in December to remove that burden and move forward.

41  
42 Schiller Report

43 Culkeen addressed the Schiller Report Response Grid 2012 handed out at the  
44 meeting. In this report he has tried to turn the qualitative data into quantitative  
45 data and make the best recommendations. Culkeen read through the report  
46 quickly and there were brief comments on individual recommendations.

47  
48 There were also brief, general comments as to Schiller not seeming to be aware  
49 of some of the laws/ restrictions the CDC faces. Culkeen noted there were some

1 good recommendations in the report and by reviewing the report the CDC  
2 garners credibility. Culkeen noted we should be done with the Schiller Report  
3 next month.  
4

- 5 • Update on IT Position

6 Culkeen noted two job descriptions were in the Board's packets: 1) Network  
7 Administrator and 2) Hardware Technician. He noted that part-time hiring has been  
8 difficult and that he feels that CDC cannot afford a higher salary at this time (budget).  
9 Culkeen recommends we advertise at this time for a fulltime Hardware Technician at  
10 a salary range in the mid-thirties.

11  
12 Boutin would like to see a candidate brought to the Board in January.  
13

- 14 • Campus Store

15 Culkeen reported an Education sub committee has met and looked at the concern of  
16 'selling nutritional' brought to light by a recent Banner article. What is sold is part of  
17 the CDC Program, a series of meetings have been held, and it has been agreed  
18 changes are needed as to what is being sold. He expressed that it is important that  
19 the program students are involved in what is being sold in the store.  
20

21 Culkeen expressed he want timelines/ actions. To date, the following have been  
22 planned and/or put into play:

- 23 ➤ On November 30<sup>th</sup> an inventory is to be conducted
- 24 ➤ The cooler space is being reduced
- 25 ➤ Students are conducting a survey as to other products desired by their  
26 customers and have also surveyed other career centers
- 27 ➤ Some merchandise changes have been made (less and smaller candy)
- 28 ➤ Hot Pockets are no longer sold

29  
30 Culkeen also noted how critical and important the Campus Store is in regards to  
31 fundraising and noted the revenue from the store pays for many student activities.  
32 Culkeen expressed that balance is crucial; ie fundraising abilities vs. appeasing the  
33 critics and noted this issue is the domain of this Board's.  
34

35 Leon Johnson noted Policy 5156C, which addresses nutrition and wellness and  
36 Policy 5200C, which addresses fund raising. Boutin commented a representative will  
37 be sent to MAU to open the doors of communication.  
38

- 39 • Other

40 Boutin spoke of the work being done on the budget and noted at tonight's Finance  
41 committee they looked at the Treasurer's salary, health insurance and Board pay.  
42 Finance will meet again December 10<sup>th</sup> at 5pm; Jim encouraged all board members  
43 to attend. He would like to bring the budget to the December RGB meeting for  
44 approval.  
45

#### 46 **Executive Session**

47  
48 **At 8:14pm, Lamb moved and Kinney seconded a motion to enter Executive Session**  
49 **for Personnel. Hand vote was taken with all in attendance voting in favor.**

1 **At 8:40pm, Lamb moved and Kinney seconded a motion to exit Executive Session.**  
2 **All in attendance voted in favor.**

3  
4 No action was taken.

5  
6 **Adjournment**

7 **At 8:41pm, Lamb moved and Kinney seconded a motion to Adjourn. All in attendance**  
8 **voted in favor.**

9  
10 Respectively submitted,

11  
12 Barb Schlesinger  
13 November 25, 2012

14  
15 **Attachments**

- 16 - Minutes of the October 15, 2012 RGB Meeting
- 17 - Minutes of the October 15, 2012 Finance Committee Meeting
- 18 - Minutes of the October 22, 2012 Strategic Planning Committee Meeting
- 19 - October Payroll Warrants # 9 and # 1015
- 20 - November Payroll Warrants #10 and # 1017
- 21 - October Vendor Warrant # 1016
- 22 - November Vendor Warrant # 1018
- 23 - Cash Flow & Account Balances as of October 31, 2012
- 24 - Statement of Cash Flow 10/01/2012 – 10/31/2012
- 25 - Local Budget Revenue & Expense 10/01/2012 – 10/31/2012
- 26 - Job Descriptions:
  - 27 ▪ Network Administrator
  - 28 ▪ Hardware Technician
- 29 - Enrollment Packet
  - 30 ▪ Numbers reported to State 10/15/2012
  - 31 ▪ Numbers reported to Culkeen 11/13/2012

32  
33 Distributed at meeting

- 34 - Schiller Report Response Grid 2012 (*Culkeen*)