

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Special Meeting Minutes: January 28, 2013**
3 Assembly Room, Career Development Center

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

7
8 Staff and Others Present: Marie-Pierre Huguet; Wendy Klein; Mike Lawler; Bruce Lee-Clark;
9 Greg Lewis; Sandra Redding; Kathy Slade.

10
11 Absent: Board members Gloria Alexander and Justin Corcoran; Superintendent James
12 Culkeen.

13
14 Videotaping: CAT-TV

15
16 Recorder: Barb Schlesinger

17
18 **Call to Order/ Welcome**

19 Boutin called the meeting to order at 6:30pm, noted a quorum was present and reported that
20 Culkeen was sick with the flu and would not be attending this evening's meeting.

21
22 **Public Comments**

23 Boutin called for public comments; there were none.

24
25 **Adult Education Report**

26 Marie-Pierre Huguet distributed the Spring Adult Education brochure(s) for the Career
27 Development Center and gave an update. She noted the extensive tracking she conducts
28 with every facet of adult education. She spoke first of the two different printed brochure
29 formats that were distributed via the Banner, mail and in area businesses and schools.
30 Huguet next noted that course offerings have more than doubled and seventy-nine percent
31 of those being offered are brand new; also 'new' is the availability of 'series' - courses that
32 are broken up into a series of three-hour workshops (and priced accordingly).

33
34 Huguet also reported there are approximately fourteen new instructors and that several new
35 categories of study have been added. 'Blended courses', those that are taught both online
36 and face-to-face, are being tested. She reported also that the CDC is the only tech center in
37 Vermont offering a class in pharmacy tech.

38
39 Brief discussion and comments followed her presentation; Harrington inquired as to the
40 qualification/ certification of the instructors. Huguet reported that she is working on
41 compiling a book that will have each instructor's background, an outline of their course(s), a
42 course syllabus and their bio available. Ultimately this information will be available online;
43 this is something that has not been done in the past. Lamb commented and Boutin
44 concurred that this is the 'face of the future' of technical education.

45
46 **Committee Reports & Minutes**

47 ❖ Strategic Planning

48 *In Packet: Minutes of the December 18, 2012 Strategic Planning Committee Meeting*
49 *Minutes of the January 22, 2013 Strategic Planning Committee Meeting*

1 Boutin requested Strategic Planning be skipped this evening owing to Gloria
2 Alexander being absent.

3
4 ❖ Finance

5 *In Packet: Minutes of the December 17, 2012 Finance Committee Meeting*

6
7 Boutin noted the Annual Budget is on tonight's Agenda as an action item.

8
9 ❖ Policy

10 *In Packet: Minutes of the January 14, 2013 Policy Committee Meeting*

11
12 Leon Johnson reported that Bruce Lee-Clark checked and the non-resident tuition
13 policy, 3106C, which was inquired about at last month's meeting had been approved
14 and is all set to go. Lamb thanked Leon for following up on this.

15
16 **Consent Agenda**

17 ❖ Minutes

18 - of the December 17, 2012 RGB Full Board Meeting

19
20 **Goodhue moved and Letourneau seconded a motion to approve the December 17,
21 2012 RGB meeting minutes. Hand vote was taken with all in attendance voting in
22 favor. Boutin announced the vote was unanimous.**

23
24 - of the January 3, 2013 RGB Special Full Board Meeting

25
26 **Lamb moved and Goodhue seconded a motion to approve the January 3, 2013
27 Special RGB meeting minutes. Hand vote was taken with all in attendance voting in
28 favor excepting Kinney and Harrington who abstained.**

29
30 ❖ Warrants

31
32 Letourneau requested Payroll Warrant #13 be pulled; he will be abstaining on that warrant
33 because of payment to a relative.

34
35 Payroll

36 - SWVRTSD Payroll Warrant # 13 12/31/2012 in the amount of \$ 2,692.24

37
38 **Harrington moved and Goodhue seconded a motion to approve Payroll Warrant #13.
39 Hand vote was taken with all in attendance voting favor excepting Letourneau who
40 abstained. The motion passed.**

41
42 Payroll

43 - SWVRTSD Payroll Warrant # 1023 12/31/2012 in the amount of \$ 83,105.63

44
45 - SWVRTSD Payroll Warrant # 14 1/16/2013 in the amount of \$ 784.05

46 - SWVRTSD Payroll Warrant # 1024 1/16/2013 in the amount of \$ 66,997.78

47
48 - SWVRTSD Payroll Warrant # 15 1/28/2013 in the amount of \$ 712.92

49 - SWVRTSD Payroll Warrant # 1026 1/28/2013 in the amount of \$ 67,822.47

1 **Harrington moved and Goodhue seconded a motion to approve Payroll Warrants**
2 **#1023, #14, #1024, #15 and #1026. Hand vote was taken with all in attendance voting**
3 **in favor. Boutin announced the vote was unanimous.**

4
5 Vendor

- 6 - SWVRTSD Vendor Warrant # 1025 12/31/2012 in the amount of \$ 56,994.02
7 - SWVRTSD Vendor Warrant # 1027 1/16/2013 in the amount of \$107,756.95
8 - SWVRTSD Vendor Warrant # 1028 1/28/2013 in the amount of \$ 9,790.42
9

10 **Harrington moved and Goodhue seconded a motion to approve Vendor Warrants**
11 **#1025, #1027 and #1028.**

12
13 Letourneau inquired as to the replacement of the water fountain. Lewis reported the party
14 responsible for vandalism/ damage paid \$150. The new fountain is a 'new and improved'
15 model.

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

19
20 Letourneau inquired as to if there is any data as to how many CDC students actually visit
21 the nurse on the MAU campus; if the number is small it might be more cost effective for the
22 CDC to pay per actual visit rather than a flat 25% allocation fee. Lewis noted we would
23 never want anything to prevent a student from seeing the nurse. Boutin noted the Allocation
24 Agreement will be discussed in the future after the budget passes.

25
26 **Cash Flow Statement** (*Cumulative – Calendar Year End*)

27 No comments.

28
29 **Cash Flow Statement** (*December 1 through December 31, 2012*)

30 No comments.

31
32 **Revenue & Expenses**

33 No comments.

34
35 **Action Items**

- 36 ➤ Warn Annual Budget
37

38 **Goodhue moved and Harrington seconded a motion to Warn the Annual Budget.**
39 **Hand vote was taken with all in attendance voting in favor. Boutin announced the**
40 **vote was unanimous.**

41
42 Lewis noted the budget is an even 3% increase over last year. He also requested board
43 members sign two copies; the Clerk's Office requires one, which will be delivered
44 tomorrow.

- 45
46 ➤ Field Trip Cosmetology NYC 4/15 → 4/16 9 students
47 Field Trip Pre-Law Washington DC 3/5 → 3/7 10 students
48
49

1 **Leon Johnson moved and Goodhue seconded a motion to approve the two presented**
2 **field trips. Hand vote was taken with all in attendance voting in favor.**

3
4 It was noted both of the trips were out-of-state and overnight.

- 5
6 ➤ Approve Minimum and Optimum Classroom Size Policy #6400C

7
8 **Leon Johnson moved and Goodhue seconded a motion to approve Policy #6400C.**

9
10 Letourneau opened discussion by commenting the policy was a great start but that he
11 had issue with the 10 students per class quota. He noted enrollment in second year
12 program classes is quite often less than 10 students. Goodhue asked about the
13 teacher's response; Boutin noted it has been warned for 30 days and reiterated this
14 count (10) is at the Superintendent's discretion, after input from faculty and staff. Boutin
15 also noted we are required by law to have a policy that looks at classroom size.

16
17 **Hand vote was taken with all in attendance voting in favor excepting Lamb and**
18 **Letourneau who voted Nay. The motion carried.**

19
20 **Chairman's Report**

21 Boutin spoke briefly of the work being done by the Strategic Planning Committee towards
22 engaging the entire community more deeply with the CDC. In the works is a community
23 open forum/ event night wherein the community can speak its needs; this event will occur in
24 the next couple of months. Additionally, both a new Mission and Vision will be developed
25 with community input.

26
27 Boutin also reported that he has yet to meet with MAU in regards to Ag; Jim has been in
28 contact with Ken and MAU is aware he would like to attend an upcoming meeting when it is
29 scheduled.

30
31 **Superintendent/ Director's Report**

32 There was none due to the Superintendent's absence.

33
34 **Executive Session**

35 There was none.

36
37 **Other**

38 Leon Johnson suggested better communication could be had between the executive
39 secretaries at SVSU/ MAU and CDC via email.

40
41 **Adjournment**

42 **At 7:07pm, Lamb moved and Harrington seconded a motion to Adjourn. All in**
43 **attendance voted in favor.**

44
45 Respectively submitted,

46
47 Barb Schlesinger
48 February 3, 2013

1 **Attachments**

- 2 - Minutes of the December 18, 2012 Strategic Planning Committee Meeting
- 3 - Minutes of the January 22, 2013 Strategic Planning Committee Meeting
- 4 - Minutes of the December 17, 2012 Finance Committee Meeting
- 5 - Minutes of the January 14, 2012 Policy Committee Meeting
- 6 - Minutes of the December 17, 2012 RGB Regular Meeting
- 7 - Minutes of the January 3, 2013 RGB Special Meeting
- 8 - Payroll Warrants December 2012: #13 & #1023
- 9 - Payroll Warrants January 2013: #14 & #1024
- 10 #15 & #1026
- 11 - Vendor Warrants December 2012 #1025
- 12 - Vendor Warrants January 2012 #1027
- 13 #1028
- 14 - Cash Flow & Account Balances as of December 31, 2012 (Cumulative)
- 15 - Statement of Cash Flow 12/01/2012 – 12/31/2012
- 16 - Local Budget Revenue & Expense 12/01/2012 – 12/31/2012
- 17 - Field Trip Requests: Cosmetology & Pre-Law
- 18 - Minimum and Optimum Class Size Policy # 6400C
- 19 - Warning of Annual Meeting (Draft)
- 20 - Town of Bennington Sign Permit Application (Decision date 1/2/2013)

21
22 Distributed at meeting

- 23 - Adult Education Spring 2013 Brochure