

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: March 18, 2013**

3 Assembly Room, Career Development Center
4

5 Members Present: Gloria Alexander; Katie Bourn; Jim Boutin; Justin Corcoran; Kevin
6 Goodhue; Jessica Gulley-Ward; Rickey Harrington; Leon Johnson; Fran Kinney; Ed
7 Letourneau; Heidi Pickering.
8

9 Staff and Others Present: James Culkeen; Mike Lawler; Bruce Lee-Clark; Mary Farrell; Barb
10 Gorbaty; Greg Lewis; Dan Lucy; Sandra Redding; Kathy Slade; Bill Swisher.
11

12 Videotaping: CAT-TV
13

14 Recorder: Barb Schlesinger
15

16 **Call to Order/ Welcome**

17 Culkeen called the meeting to order at 6:30pm and noted the board had no Chair yet as this
18 was the Board's reorganization meeting.
19

20 **Introduction of Board Members**

21 Culkeen introduced the two new board members: Jessica Gulley-Ward and Katie Bourn.
22 Both Gulley-Ward and Bourn noted they were MAU alumni and gave brief bios of
23 themselves.
24

25 **Public Comments**

26 Barb Gorbaty spoke from a statement prepared by herself and Wendy Klein that addressed
27 concern over staff reductions. This statement contains follow up data to support the
28 February 12, 2013 letter to the Board from CDC instructors. Board member Johnson noted
29 the information needs to go through the Board Chair first, and the Chair has yet to be
30 chosen.
31

32 **Board Reorganization**

33
34 **▪ Chair**

35 Culkeen called for nominations for Chair:
36

37 **Kinney moved and Goodhue seconded the motion to nominate Boutin as Chair.**
38

39 **Kinney moved and Johnson seconded the motion to close nominations. All were in**
40 **favor.**
41

42 **Hand vote was taken with all excepting Boutin, who did not vote, voting in favor. The**
43 **motion carried.**
44

45 **▪ Vice-Chair**

46 Culkeen turned the meeting over to Boutin, who called for nominations for Vice-Chair:
47

48 **Kinney moved and Goodhue seconded the motion to nominate Harrington for Vice-**
49 **Chair.**

1 **Kinney moved and Johnson seconded the motion to close nominations. All were in**
2 **favor.**

3
4 **Hand vote was taken with all in favor.** Boutin announced the vote as unanimous.

5
6 **▪ Secretary/ Clerk**

7 Boutin called for nominations for Secretary/ Clerk:

8
9 **Alexander moved and Harrington seconded the motion to nominate Goodhue as**
10 **Secretary/ Clerk.**

11
12 **Kinney moved and Johnson seconded the motion to close nominations. All were in**
13 **favor.**

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

16
17 **▪ Meeting Dates, Time, Location**

18 **Time:**

19
20 **Alexander moved and Harrington seconded the motion to change the meeting time**
21 **from 6:30pm to 6:00pm.**

22
23 There was brief discussion as to 6:30pm being more convenient for the public to attend,
24 especially those from outlying areas and the compromise of a 6:30pm meeting time
25 established in the past.

26
27 **Hand vote was taken with Alexander, Goodhue and Harrington voting in favor of**
28 **meeting time changing to 6:00pm. Corcoran abstained. The motion did not carry.**

29
30 **Dates:**

31
32 **Harrington moved and Kinney seconded the motion to accept the dates as presented.**

33
34 Discussion followed as to keeping the dates for January 2014, February 2014 and April
35 2014 open or setting them this evening. Boutin suggested they be set tonight. He also
36 suggested the board consider length of time between meetings when setting these dates. It
37 was noted that the April date will be applicable for the next board, although they could
38 change it.

39
40 Boutin asked if the board wanted to change the April 8, 2013 date – there was no motion to
41 change the date.

42
43 **Hand vote was taken with all in favor.** Boutin announced the vote was unanimous.

44
45 Boutin also requested a board calendar be available in the 'drop box'. Redding and Lawler
46 will see to this.

1 ▪ **Paper of Record**

2
3 **Johnson moved and Kinney seconded the motion for the Bennington Banner**
4 **remaining Paper of Record.**

5
6 Brief discussion in which it was suggested the Agenda also be sent to the Rutland Herald
7 and the Manchester Journal followed. Redding noted the Agenda is noticed under
8 'Community News and Public Record' and there is no cost incurred.

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

11
12 ▪ **Authority to Sign Warrants (Off Warrant) signers**

13
14 **Kinney moved and Johnson seconded the motion to authorize the Chair and Vice**
15 **Chair to sign warrants. The motion was amended to include the Clerk (3rd officer).**
16 **Hand vote was taken with all voting in favor.** Boutin noted the vote was unanimous.

17
18 ▪ **Committee Membership**

19 Boutin asked for board members to sign up tonight; he will assign and announce Committee
20 membership at the next meeting. Harrington asked for a brief description of the committees,
21 which Boutin provided along with a basic idea of how committees function:

- 22 ➤ Education/ Facilities Programs, offerings and logistics – including Adult Ed.
- 23 ➤ Finance Budget preparation and MAU assessment review
- 24 ➤ Strategic Planning Very busy working on the CDC's Mission and goals.
- 25 Community members also serve on this committee.
- 26 ➤ Policy This is the #1 mission of the school board. Policies are
- 27 reviewed and updated regularly.
- 28 ➤ Superintendent Evaluation This evaluation is on-going and the committee provides
- 29 quarterly updates. At the end of the year, the committee
- 30 makes a recommendation to the full board on the
- 31 Superintendent's evaluation.

32 Harrington noted the above are 'standing' committees, however, during the year other
33 committees are formed as needed.

34
35 ▪ **Board Training**

36 Boutin reported that the Vermont School Board Association (VSBA) will be holding training
37 for all new/ all members at the CDC Conference Room, April 9, 2013 at 5:00pm. Boutin
38 further read from the announcement on the VSBA website.

39
40 Boutin would like the board to attend as a group and noted that if that was not possible for
41 the April 9th meeting, that the RGB board could have a different day set. A show of hands
42 indicated the majority would be available for April 9th, excepting Alexander and Corcoran.
43 Culkeen will see to the reservations. Letourneau would like to see the board have its own
44 session after.

45
46 ▪ **School Board Code of Ethics**

47 Boutin noted this was a new version and a very good code of appropriate behavior. Board
48 members are to sign and return to either Boutin or Redding so that the board could go on
49 record as adopting it.

1 **Committee Reports**

2 There were none.

3
4 **Consent Agenda**

5 **Minutes**

- 6 - Minutes of the February 12, 2013 Regional Governing Board Meeting

7
8 **Harrington moved and Kinney seconded the motion to accept the February 12, 2013 minutes. Hand vote was taken with all voting in favor excepting Alexander who abstained.**

- 9
10
11
12 - Minutes of the March 5, 2012 Annual Meeting

13
14 **Harrington moved and Kinney seconded a motion to accept the Annual Meeting minutes. Hand vote was taken with all voting in favor excepting Alexander, Johnson and Pickering who abstained.**

15
16
17
18 **Warrants**

- 19 - SWVRTSD Payroll Warrant # 17 2/27/2013 in the amount of \$ 7,533.94
20 - SWVRTSD Payroll Warrant # 1031 2/27/2013 in the amount of \$ 70,522.34
21 - SWVRTSD Payroll Warrant # 18 3/18/2013 in the amount of \$ 543.34
22 - SWVRTSD Payroll Warrant # 1032 3/18/2013 in the amount of \$ 72,707.46
23 - SWVRTSD Payroll Warrant # 19 3/18/2013 in the amount of \$ 2,456.67
24 - SWVRTSD Payroll Warrant # 1034 3/18/2013 in the amount of \$ 69,550.68

25
26 **Harrington moved and Kinney seconded the motion to approve the Payroll Warrants.**

27
28 Letourneau noted that in Warrant #18, he has a relative that is being paid. This is a
29 conflict of interest and he asked the board to discuss the matter or pull Warrant #18 so
30 that he could avoid voting on that one. Johnson noted that policy provides for the board
31 member to decide for themselves as to recues or not. Harrington voiced that 'monetary
32 gain' is the driver; since Letourneau will not be gaining, he sees no conflict of interest.
33 Boutin concurred with Johnson.

34
35 **Harrington moved and Kinney seconded to amend the motion to approve PR**
36 **Warrants #17, #1031, #1032, #19, and # 1034. Hand vote was taken with all voting in**
37 **favor.**

38
39 **Harrington moved and Kinney seconded the motion to approve PR Warrant # 18.**
40 **Hand vote was taken with all voting in favor, excepting Letourneau who abstained.**
41 **The motion carried.**

- 42
43 - SWVRTSD Vendor Warrant # 1033 2/27/2013 in the amount of \$ 74,692.59
44 - SWVRTSD Vendor Warrant # 1035 3/18/2013 in the amount of \$ 24,300.38

45
46 **Harrington moved and Kinney seconded the motion to approve Vendor Warrants**
47 **#1033 and #1035. Hand vote was taken with all voting in favor.** Boutin announced the
48 vote was unanimous. There was no discussion.

1 **Cash Flow Statement** (February 1 through February 28, 2013)

2 Boutin called for comments and heard none.

3
4 **Revenue & Expenses**

5 Boutin called for comments and heard none.

6
7 **Action Items**

8
9 **Field Trips**

10	✓ FBLA	3/28 → 3/29	Burlington VT	12 students
11	✓ SkillsUSA	4/3 → 4/4	Burlington VT	15-20 students
12	✓ DECA	4/23 → 4/28	Anaheim CA	10 students

13
14 **Harrington moved and Kinney seconded a motion to approve the three (3) field trips.**

15
16 Pickering requested an explanation of the clubs' acronyms which Culkeen provided.

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

19
20 **Resignation**

21 Boutin noted this Mr Lewis' letter was notice of retirement rather than resignation.
22 Boutin expressed his appreciation for Mr Lewis's willingness to work with the
23 transition.

24
25 **Harrington moved and Johnson seconded the motion to accept Mr Lewis's notice**
26 **with regret. Hand vote was taken with all in favor.** Boutin noted the vote was unanimous.

27
28 Culkeen announced he had received two additional resignations, Lisa Buchanan and
29 Addie VanDeurzen, too late for action tonight. They will be warned for the April 2013
30 Agenda.

31
32 Boutin commented that one is a teaching position therefore no action is needed. The
33 engineering position will need to be posted asap. Vote on the resignation will be held
34 in April.

35
36 **Director/ Superintendent's Report**

37 Culkeen:

- 38 - Commented on the 2013/ 2014 SVSU Calendar included in this month's drop box.
39 The calendar is driven and voted on by others and no vote is required by the CDC
40 board, the calendar is for review only.
- 41 - Noted that April 1-5, 2013 is 'Career Week'; this week will feature a fair for high
42 school students in the morning. He thanked the staff for spearheading this event.
43 Burr & Burton and Arlington High School students will be invited.
- 44 - Last Friday there was no school; the instructors participated in a Professional
45 Development Day in which they were to're-attach' themselves to their field. A log of
46 their activities of the day is due to Culkeen this coming Friday.
- 47 - Culkeen and Lawler toured the campus last Friday with regards to building security.
48 Changes will be coming; access will be controlled with all doors locked and a buzzer
49 implemented for entrance. The CDC campus is a difficult one to secure due to its

1 incredible foot traffic and having adult students on campus. MAU will also be doing
2 this for their campus; other schools have already taken this route.

3
4 **Other**

- 5 ➤ Johnson noted that on Wednesday, March 20th the MAU Education Committee will
- 6 be meeting at 5:30pm. Culkeen noted he will be there.
- 7 ➤ Boutin reviewed Gorbaty's handout (distributed at Public Comments) and distributed
- 8 it to the board members.
- 9 ➤ Boutin announced he had received an email from board member Justin Corcoran at
- 10 5:00pm this evening announcing his resignation (effective March 19, 2013) due to a
- 11 change in his employment schedule. No action will be taken tonight; it will be
- 12 warned for the April RGB meeting.
- 13 ➤ Boutin welcomed back Alexander, who had been ill.

14
15 **Executive Session**

16
17 **At 7:27pm Kinney moved and Harrington seconded a motion to enter Executive**
18 **Session to discuss Personnel. All were in favor.** It was announced by Boutin that no
19 action would be taken this evening as a result of this executive session.

20
21 **At 8:11pm Kinney moved and Harrington seconded a motion to exit Executive**
22 **Session. All were in favor.**

23
24 **Adjournment**

25 **At 8:12pm Corcoran moved and Harrington seconded a motion to Adjourn. All were**
26 **in favor.**

27
28 **Attachments:**

- 29 - Minutes of the February 12, 2013 Regional Governing Board Meeting
- 30 - Minutes of the March 4, 2013 SWVRTSD Annual Floor Meeting
- 31 - SWVRTSD Payroll Warrant # 17 & 1031
- 32 - SWVRTSD Payroll Warrant # 18 & 1032
- 33 - SWVRTSD Payroll Warrant # 19 & 1034
- 34 - SWVRTSD Vendor Warrant # 1033
- 35 - SWVRTSD Vendor Warrant # 1035
- 36 - Revenue & Expenses, Statement of Cash Flow
- 37 - Reorganization Worksheet
- 38 - Committee Signup sheet
- 39 - Vermont Code of Ethics for School Board Members
- 40 - Field Trips (3) FBLA, SkillsUSA & DECA
- 41 - Notice of Retirement (Resignation) – Greg Lewis, Business Manager
- 42 - SVSU 2013/ 2014 School Calendar

43
44 **Distributed at Meeting**

- 45 - *Follow up Data to Support 2/12/2013 letter to the Board from CDC Teachers,*
- 46 *submitted by Barb Gorbaty 3/18/2013 (3 pages)*
- 47 - Resignation – Lisa Eames-Buchanan (March 12, 2013)
- 48 - Resignation – Addie VanDeurzen (March 18, 2013)