

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: May 20, 2013**

3 Assembly Room, Career Development Center

4  
5 Members Present: Gloria Alexander; Katie Bourn; Jim Boutin; Kevin Goodhue; Jessica  
6 Gulley-Ward; Leon Johnson; Fran Kinney; Ed Letourneau; Heidi Pickering.

7  
8 Members Absent: Rickey Harrington.

9  
10 Staff and Others Present: James Culkeen; Tom Haskins; Marie-Pierre Huguet; Wendy Klein;  
11 Mike Lawler; Greg Lewis; Sandra Redding; Kathy Slade. Auto Tech students Leo Yasi and  
12 Brandon Marcoux-Schaffer; SkillsUSA students Amelia Cummings, Marisa Faller and Jim  
13 Mazzola.

14  
15 Videotaping: CAT-TV

16  
17 Recorder: Barb Schlesinger

18  
19 **Call to Order/ Welcome**

20 Boutin called the meeting to order at 6:30pm, welcomed all and noted a quorum was  
21 present.

22  
23 **Public Comments**

24 Fran Kinney reminded everyone teacher negotiations are approaching and stressed the  
25 importance of negotiations being conducted in open session to eliminate what happened  
26 last time. He will be repeating this request at all meetings.

27  
28 **Presentations**

- 29
- 30 ▪ Automotive Technology  
31 Tom Haskins, Automotive Technology instructor, introduced two of his students, Leo  
32 Yasi and Brandon Marcoux-Schaffer. These students recently placed third in the  
33 northern New England Ford AAA Auto Skills Competition held in Exeter NH. They  
34 each won \$21,000 in scholarships. The students brought their trophy to show; CDC  
35 will also receive a plaque. Haskins thanked Carbone Auto Group, Bennington for  
36 providing his students with a new Ford to practice on. Culkeen thanked instructor  
37 Haskins and the board expressed their pride.
  - 38 ▪ SkillsUSA  
39 Kathy Slade, SkillsUSA advisor, gave a brief overview of the competition(s) and  
40 explained the many types. Slade read the names of the recent State level  
41 competition winners and introduced three of the winning students: Jim Mazzola  
42 (gold – Health Knowledge Bowl), Marisa Faller (gold – TV/ Video Production Team)  
43 and Amelia Cummings (bronze – First Aid / CPR). She noted CDC won 8 (eight)  
44 gold, 2 (two) silver and 3 (three) bronze medals. The Nationals will be held June 24-  
45 29 in Kansas City MO, where 15,000 students will gather to compete. Wrapping up  
46 the presentation, the winning video was shown for the board.

47  
48 Boutin expressed to the students that this was above and beyond the norm and noted it  
49 took courage and initiative and that we were proud of them for stepping beyond.

1 **Committee Reports**

- 2 - Strategic Planning  
3 There was no report.  
4  
5 - Education  
6 There was no report.  
7  
8 - Finance  
9 There was no report.  
10  
11 - Policy  
12 There was no report.  
13

14 **Consent Agenda**

15 **Minutes**

- 16 - Minutes of the April 8, 2013 Regional Governing Board Meeting  
17

18 **Kinney moved and Goodhue seconded the motion to accept the April 8, 2013 minutes. Hand vote was taken with all in attendance voting in favor.** Boutin noted the motion was  
19 unanimous. There was no discussion.  
20

- 21  
22 - Minutes of the April 8, 2013 Education/ Facilities Committee Meeting  
23

24 **Kinney moved and Johnson seconded the motion to accept the April 8, 2013 Education/ Facilities Committee Meeting minutes. Hand vote was taken with all in**  
25 **attendance voting in favor.** Boutin noted the motion was unanimous. There was no  
26 discussion.  
27

28  
29 **Warrants**

- 30 - SWVRTSD Payroll Warrant # 21 4/26/2013 in the amount of \$ 2,316.95  
31 - SWVRTSD Payroll Warrant # 1039 4/26/2013 in the amount of \$ 81,583.55  
32  
33 - SWVRTSD Payroll Warrant # 22 4/26/2013 in the amount of \$ 1,768.62  
34 - SWVRTSD Payroll Warrant # 1040 4/26/2013 in the amount of \$ 72,609.16  
35  
36 - SWVRTSD Payroll Warrant # 23 5/20/2013 in the amount of \$ 1,666.12  
37 - SWVRTSD Payroll Warrant # 1042 5/20/2013 in the amount of \$ 67,812.03  
38

39 **Kinney moved and Alexander seconded the motion to approve Payroll Warrants**  
40 **Numbers 21, 1039, numbers 22, 1040 and numbers 23, 1042. Hand vote was taken**  
41 **with all in attendance voting in favor.** Boutin noted the motion was unanimous. There  
42 was no discussion.  
43

- 44 - SWVRTSD Vendor Warrant # 1041 4/26/2013 in the amount of \$142,670.52  
45 - SWVRTSD Vendor Warrant # 1043 5/20/2013 in the amount of \$120,200.64  
46

47 **Johnson moved and Kinney seconded the motion to approve the Vendor Warrants.**  
48 **Hand vote was taken with all in attendance voting in favor.** Boutin noted the motion was  
49 unanimous. There was no discussion.

1 **Cash Flow Statement** (April 1 through April 31, 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 ➤ **Nominations**

10 ~ Business Manager .5 FTE Stephanie Mulligan Begin July 1, 2013  
11 Culkeen reported there were eight applicants, of which three were called for initial  
12 interviews. Two were called back to spend a day with retiring Business Manager  
13 Lewis. Boutin noted all the particulars were noted on the Nomination Form.

14  
15 Brief discussion followed as to why the part-time position is appealing to the  
16 nominee, her appointed position as Assistant Treasurer (MAUHS, SVSU) and if  
17 that presents a conflict, if the position is entitled to benefits, her experience and the  
18 number of positions she currently holds. Culkeen noted that the expectations of  
19 the position were conveyed and the hours have yet to be defined other than they  
20 will be onsite.

21  
22 **Goodhue moved and Johnson seconded a motion in favor of the nomination. Hand**  
23 **vote was taken with all in attendance voting in favor.** Boutin noted the motion was  
24 unanimous.

25  
26 ~ Culinary Arts Instructor Jaime-Lyn Schmidt Begin July 1, 2013

27  
28 Culkeen reported there were nine applicants, five were called in to interview and  
29 observe the class; two were called back to give 1) classroom instruction, b) a  
30 demonstration and 3) to work with the students. The interview team was  
31 unanimous with their recommendation.

32  
33 In response to Pickering's questions, Culkeen also clarified how salaries were  
34 established for CDC positions, both administrative and, in particular, for instructors.  
35 It was also noted that none of the applicants possessed Vermont Teacher  
36 Certification, in part because of salary expectations and also because reciprocity is  
37 not universal.

38  
39 **Johnson moved and Kinney seconded a motion in favor of the nomination. Hand**  
40 **vote was taken with all in attendance voting in favor.** Boutin noted the motion was  
41 unanimous.

42  
43 ➤ **Resignations**

44 ~ Building Trades Instructor James Carey Effective June 30, 2013

45  
46 **Johnson and Kinney seconded a motion to accept the resignation of Building Trades**  
47 **Instructor James Carey. Hand vote was taken with all in attendance voting in favor.**  
48 There was no discussion. Boutin noted the motion was unanimous.

1 ➤ **Annual Audit - FYI**

2 Lewis noted the RFP and the summary recommendation were in this month's board  
3 packet. Action will be taken at the June Regional Governing Board meeting.  
4

5 ➤ **Tech Education English program elimination**

6 Boutin requested the April 8, 2013 elimination vote be recast because of a question  
7 of the legality of the vote. The majority of the members present did not vote in favor  
8 at that meeting (Boutin, as Chair, only voted in cases of a tie). There was confusion  
9 in following Robert's Rules of Order; it has since been confirmed Vermont statute as  
10 it relates to school boards supersedes. Boutin will now be a voting chair. April's  
11 motion read as follows:  
12

13 **Harrington moved and Kinney seconded the motion to cut the Tech English program.**

14  
15 **Hand vote was taken with Boutin, Gulley-Ward, Johnson, Kinney and Pickering in**  
16 **favor and Alexander, Bourn, Goodhue and Letourneau voting against. The motion**  
17 **passed five to four.**  
18

19 ➤ **Appointment of RGB Member**

20 Johnson and Kinney were charged, as a sub committee, with finding a replacement board  
21 member to fill out Corcoran's vacated seat. Johnson reported there were five candidates.  
22 These candidates were reviewed in light of how well they fit with CDC's goals and direction.  
23 The subcommittee recommends Jackie Kelly as Corcoran's replacement. Boutin  
24 encouraged the other four who expressed interest to run in March.  
25

26 Discussion followed as to the committee being a standing committee (per by-laws), timeline  
27 for board member replacement, the replacement process not being explicit and knowing  
28 beforehand of the recommended person. Johnson summarized from Kelly's letter of  
29 interest, noting she is a longtime educator, has experience with curriculum design, online  
30 classes and is very familiar with computers/ web design. Alexander voiced she knows  
31 Jackie and provided her vote of confidence.  
32

33 **Goodhue moved and Kinney seconded a motion to accept Jackie Kelly as the new**  
34 **board member. Hand vote was taken with all in attendance voting in favor.**  
35

36 Boutin will contact Ms Kelly.  
37

38 There was further discussion with regards to amending the Board's by-laws. Johnson  
39 explained that it is an involved process involving the Town (Tim Corcoran). It also involves  
40 approval of the State Legislature and possibly the district's voters. Letourneau will do the  
41 research as to what is involved.  
42

43 **Director/ Superintendent's Report**

44 Culkeen:

- 45 ▪ Noted the sign at the entrance has been installed and the garden beds have been  
46 spring cleaned.
- 47 ▪ Reported the CDC is a sponsor of one of Bennington's Catamounts. The painted  
48 sculpture will be on display in the school store with a 'Name the Catamount' contest.  
49 The kickoff will be this coming Wednesday evening. The CDC catamount will

- 1 feature natural materials of Vermont.
- 2 ■ Noted he is conducting ½ hour one-on-one meetings with staff as he did in the fall.
  - 3 These meetings serve to gain insight and recommendations.
  - 4 ■ Took note of the audit RFP in the packet.
  - 5 ■ Asked Mike Lawler to report on the newly installed Smart Boards. Lawler reported
  - 6 five additional boards were installed over the April break. The staff has received two
  - 7 to two and one-half hours of training. The boards were paid for by a State grant. We
  - 8 now have nine of the newest generation boards in the building.
  - 9 ■ Reported the first round interviews have been conducted for Law enforcement,
  - 10 Agriculture, Building trades and Engineering. No applications have been received
  - 11 yet for Cosmetology. Culkeen hopes to have four recommendations for the June
  - 12 RGB meeting.
  - 13 ■ Reported the Strategic Planning Committee is at a crossroads and have put their
  - 14 planned community event on hold because so many local organizations are chasing
  - 15 the same thing. The field is too crowded at this point. They will be stepping back for
  - 16 the time being and refocusing on Mission and Philosophy and increasing the CDC's
  - 17 presence with the other groups.
  - 18 ■ Reported he is reviewing the Grant Compliance Review (audit) which is concerned
  - 19 with federal funding (Perkins) and will include the Audit on the June agenda.
  - 20 ■ Suggested a Tech audit to review the Center's hardware. This will also be on the
  - 21 June agenda.
  - 22 ■ Noted Awards Night will be Tuesday, June 4<sup>th</sup>. Invitations have been mailed.
  - 23 ■ Spoke of HVAC system and a recently discovered problem with the original
  - 24 installation which prevented coil cleaning access. Thirty-two doors have been
  - 25 installed for under \$2,000 and the coils have been cleaned. This system now works
  - 26 much more efficiently.
  - 27 ■ Reported he will be meeting with the Facilities Committee as to school security and
  - 28 door access. MAU is doing this now for their campus.
  - 29 ■ Distributed and expanded upon a handout relating to the to-be developed
  - 30 Agriculture/ Sustainable Foods program. There was brief discussion concerning
  - 31 grant funding (bullet # 6).

32  
33 Culkeen was asked where we stand with the Schiller Report goals. He responded that he  
34 had suspended activity based on the survey monkey results. He will provide an update at  
35 the June meeting. Goodhue commented he felt the recent board training was good.

### 36 37 **Chairman's Report**

- 38 ■ Boutin requested that board members address their calls/ request for information to
- 39 Culkeen rather than employees. Johnson pointed out that ideally, members go
- 40 through the chairman, who then interacts with the superintendent.
- 41 ■ Reported that he and Culkeen attended last month's MAUHS food service meeting.
- 42 Boutin noted the State is just about ready to release new nutrition directives that will
- 43 also address Tech Center culinary and food store objectives. He recommends we
- 44 wait and see what the directives are before proceeding and possibly forming a sub-
- 45 committee. Boutin noted the hospital food service woman volunteered to help.

46  
47 Johnson noted we have Nutrition Policies in place and that the Policy Committee is  
48 the one that initiates any change based on state directives. He reported CDC is in  
49 compliance with the current policy.

- 1       ▪ Boutin reported there is no policy with regards to students being transported by  
2       faculty members and requests this be looked at. Johnson will get Boutin the policy.  
3       ▪ Reported the Teachers Association has filed a grievance against the CDC. The  
4       grievance concerns the recent job postings in which verbiage was changed from  
5       *preferred* to 'a *willingness* to obtain CDL driver endorsement'. The Association feels  
6       this is a redefinition of the position(s), which is a violation of contract. The  
7       Association is also grieving because the requirement of notice of all teaching  
8       vacancies to the president of the local, saying this was not carried out.  
9

10       Culkeen has rejected these grievances and will not repost. He also reported the  
11       employee responsible for the letter to the president has been disciplined.  
12

13       The grievance is at the third stage process and will probably be on the agenda for  
14       the June RGB meeting.  
15

### 16       Other

17       Letourneau inquired if the meeting with the selectmen had been arranged yet. Culkeen  
18       responded that all had agreed to meet, however they have had no luck yet arranging the  
19       meeting. Letourneau also asked about increasing teachers duties. Johnson will check  
20       policy and Articles 28.2.2 and 28.3. Boutin will put the contract in the drop box.  
21

### 22       Executive Session

23  
24       **At 8:05pm Kinney moved and Goodhue seconded a motion to enter Executive  
25       Session to discuss Personnel. All in attendance were in favor were in favor.**  
26

27       **At 8:48pm Kinney moved and Goodhue seconded a motion to exit Executive Session.  
28       All in attendance were in favor.**  
29

30       No action was taken.  
31

### 32       Adjournment

33       **At 8:49pm Kinney moved and Goodhue seconded a motion to Adjourn. All in  
34       attendance were in favor.**  
35

### 36       **Attachments:**

- 37       - Minutes of the April 8, 2013 Regional Governing Board Meeting  
38       - Minutes of the April 8, 2013 Education/ Facilities Committee Meeting  
39       - SWVRTSD Payroll Warrant # 21 & # 1039  
40       - SWVRTSD Payroll Warrant # 22 & # 1040  
41       - SWVRTSD Payroll Warrant # 23 & # 1042  
42       - SWVRTSD Vendor Warrant # 1041  
43       - SWVRTSD Vendor Warrant # 1043  
44       - Revenue & Expenses, Statement of Cash Flow  
45       - Nomination Form(s): Schmidt; Mulligan  
46       - Notice of Resignations: Carey  
47       - Audit RFP and Proposal Summary and Recommendation  
48

49       **Distributed at Meeting:** Culkeen's Agriculture/ Sustainable Foods Update