

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: August 19, 2013**

3 Assembly Room, Career Development Center  
4

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

8 Members Absent: Leon Johnson.  
9

10 Staff and Others Present: James Culkeen; Marie-Pierre Huguet; Mike Lawler; Stephanie  
11 Mulligan; Sandra Redding.  
12

13 Videotaping: CAT-TV  
14

15 Recorder: Barb Schlesinger  
16

17 **Call to Order and Welcome**

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

21 **Public Comments**

22 Boutin called for public comments; there were none.  
23

24 **Committee Reports**

25 Boutin noted the only committee that has met is Strategic Planning.  
26

- 27 - Strategic Planning  
28 Alexander reported the committee met and discussed the CDC's Mission and Vision.  
29 The committee divided these ideas and topics into two lists; 1) being most relevant  
30 and to be included in the Mission and Goals and 2) those that were less so.  
31

32 Alexander directed the board to the committee's July 11 minutes in the dropbox and  
33 asked the group for input either tonight or in time for the committee's September 12<sup>th</sup>  
34 meeting.  
35

36 **Consent Agenda**

37 **Minutes**

- 38 - Minutes of the June 17, 2013 Regional Governing Board Meeting  
39
- 40 - Minutes of the July 15, 2013 Regional Governing Board Special Meeting  
41
- 42 - Minutes of the July 11, 2013 Strategic Planning Committee Meeting  
43

44 **Harrington moved and Goodhue seconded the motion to accept the three sets of**  
45 **Minutes. Hand vote was taken with all in attendance voting in favor.** Boutin noted the  
46 motion was unanimous. There was no discussion.  
47  
48  
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1       **Warrants**

- 2       - SWVRTSD Payroll Warrant # 27       6/28/2013 in the amount of \$ 2,500.90
- 3       - SWVRTSD Payroll Warrant # 1048     6/28/2013 in the amount of \$150,306.76
- 4       - SWVRTSD Payroll Warrant # 1049     6/28/2013 in the amount of \$ 88,153.71
- 5       - SWVRTSD Payroll Warrant # 28       6/28/2013 in the amount of \$ 554.10
- 6       - SWVRTSD Payroll Warrant # 1050     6/28/2013 in the amount of \$ 67,501.48
- 7       - Void check #7742 (6/20/2013)       6/28/2013 in the amount of \$ (277.00)
- 8
- 9       - SWVRTSD Payroll Warrant # 1       7/15/2013 in the amount of \$ 715.19
- 10      - SWVRTSD Payroll Warrant # 1000     7/15/2013 in the amount of \$ 18,234.14
- 11
- 12      - SWVRTSD Payroll Warrant # 1001     7/30/2013 in the amount of \$ 19,353.67
- 13
- 14      - SWVRTSD Payroll Warrant # 3       8/19/2013 in the amount of \$ 1,411.60
- 15      - SWVRTSD Payroll Warrant # 1003     8/19/2013 in the amount of \$ 20,024.26
- 16      - SWVRTSD Payroll Warrant # 1005     8/19/2013 in the amount of \$ 20,902.04
- 17
- 18      - SWVRTSD Vendor Warrant # 1051     6/28/2013 in the amount of \$ 62,170.90
- 19
- 20      - SWVRTSD Vendor Warrant # 1002     7/15/2013 in the amount of \$ 133,197.77
- 21
- 22      - SWVRTSD Vendor Warrant # 1004     7/30/2013 in the amount of \$ 49,828.21
- 23
- 24      - SWVRTSD Vendor Warrant # 1006     8/19/2013 in the amount of \$ 67,568.34
- 25

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

28

29       There were several brief questions relating to MAU Allocation charges and their oversight  
30       and mileage charges from Jan/ Feb being submitted at the end of the fiscal year. Mulligan  
31       and Culkeen provided answers to both.

32

33       **Hand vote was taken with all in attendance voting in favor.** Boutin noted the motion was  
34       unanimous.

35

36       **Cash Flow Statement - Revenue & Expenses** *(July 1 through July 31, 2013)*

37       Also include was the Treasurer’s Annual Report of Receipts and Disbursements as of June  
38       30, 2013.

39

40       There was brief discussion as to what ‘interest on investments’ referred to with Mulligan  
41       noting it was the interest on cash accounts.

42

43       **Action Items**

44

45       ➤ **Nominations**

46           Engineering and Design                                   Carolyn Bartlett                                   August 26, 2013

47

48           Culkeen spoke briefly of how difficult it has been to fill this position; the nominee  
49           before the board tonight is for a long-term sub. He noted there had been two

1 instructor finalists who backed out because of 1) money and 2) long commute.

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Culkeen went on to note what the nominee brings to the table, how extensively the position was advertised, and that an emergency license for her was applied for today. In response to Harrington's background check question, Culkeen noted she submitted the fingerprint test today; a fulltime para will be in the classroom at all times until satisfactory results are back.

9 Further discussion as to the time limits of emergency licenses, pay and benefits,  
10 mentoring, and Vermont teacher licensing followed.

11

12 **Kinney moved and Letourneau seconded a motion in favor of the nomination of**  
13 **Carolyn Bartlett as long-term substitute for Design & Engineering. Hand vote was**  
14 **taken with all in attendance voting in favor excepting Harrington who voted Nay.**

15

16 ➤ **Reduce 2014 Tuition**

17 Mulligan noted at budget time the state payment was estimated, the amount to be  
18 received this year is actually higher. Boutin noted there is a \$521 savings per  
19 student. The real cost per student is \$12,658 of which the state pays a part (before  
20 the reduction).

21

22 There was also brief discussion as to unforeseen expenses arising, voter approved  
23 budget, and fund budget roll over.

24

25 **Goodhue moved and Alexander seconded a motion to approve the presented tuition**  
26 **reduction. Hand vote was taken with all in attendance voting in favor excepting**  
27 **Letourneau who abstained.**

28

29 **Director/ Superintendent's Report**

30

Culkeen

- 31 ▪ Noted the instructors will return next Monday, students the following Tuesday.
- 32
- 33 ▪ Spoke of the CTE (Career and Technical Education) conference in Lake Morey that  
34 he attended with Marie-Pierre Huguet and Mike Lawler. The Southern Regional  
35 Education Board (SREB) was also in attendance and presented on a) high schools  
36 that work and b) tech centers that work. The SREB's focus is on career and  
37 technology and they function with the same purpose as NEASC. Culkeen, Huguet  
38 and Lawler found it very useful both for professional development and also  
39 curriculum development. Culkeen would like to see an increase next year in the  
40 number of staff attending.
- 41
- 42 ▪ Spoke of how Perkins monies are handled. An audit this past May identified several  
43 issues, the main one being how we handle student activity funds. A corrective action  
44 plan was filed and rejected; Mulligan refilled and that plan has been accepted.  
45 Program and Activity funds will now be separate. All monies will have to go through  
46 the financial software. The State will be back in October to review.

47

48 There was brief discussion as to what monies were involved and how this will be  
49 implemented.

- 1       ▪ Reported that on October 7, 2013, from 4:45 until 9:00 pm, there will be a regional  
2 school board meeting.
- 3
- 4       ▪ Noted there will be five new staff members starting this fall. They will report this  
5 Thursday for a half-day to complete their paperwork and tour the CDC and MAU  
6 campuses as part of the mentoring program. Two of the individuals have already  
7 attended Teaching Methods I together in Randolph.
- 8
- 9       ▪ Briefly outlined the instructor's schedule for next week: Monday morning will be spent  
10 at SVSU for a BCIC presentation 'Business School Challenge' and NEA presentation  
11 'Boundaries of Social Media'. Tuesday will be technical training, Wednesday Marie-  
12 Pierre Huguet will presenting on 'Bullying & Harassment' and in the afternoon Lawler  
13 has arranged a presentation by the Bennington PD 'Understanding the Community  
14 we serve', Thursday and Friday are teacher directed.
- 15

### **Chairman's Report**

16 Chairman Boutin

- 17
- 18       ▪ Reported he has met with Rick Pembroke regarding installing solar panels on the  
19 rooftop in an effort to reduce electricity costs. CDC's current quarterly allocation is  
20 \$25,000; MAU's annual bill is in excess of \$1,000,000. The panels would augment,  
21 not replace, GMP. An engineer is looking at the site now. Jim would like to have the  
22 students involved in this.
- 23
- 24       ▪ Reported he attended a joint session with the Bennington Select Board, Town  
25 Manager and Katherine McClure (SVSU) relating to a strategic economic  
26 development plan. This positive venture aims to increase job opportunities, improve  
27 infrastructure and increase activity in the community. There will be further meetings;  
28 the next is scheduled for next Wednesday.
- 29

### **Executive Session**

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32 **At 7:15pm Kinney moved and Harrington seconded a motion to enter Executive**  
33 **Session for Personnel. All in attendance were in favor.**

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35 **At 7:49pm Kinney moved and Harrington seconded a motion to exit Executive**  
36 **Session. All in attendance were in favor.**

37

### **Other**

38 **Boutin called for comments, hearing none**

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40

41 **At 7:50pm Kinney moved and Goodhue seconded a motion to Adjourn. All in**  
42 **attendance were in favor.**

43

44 Respectively submitted,

45

46 Barb Schlesinger

47 August 24, 2013

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1 **Dropbox:**

- 2 - Minutes of the June 17, 2013 Regional Governing Board Meeting
- 3 - Minutes of the July 11, 2013 Strategic Planning Committee Meeting
- 4 - Minutes of the July 15, 2013 Regional Governing Board Special Meeting
- 5 - SWVRTSD Payroll Warrant # 27 & # 1048; # 1049; # 28 & # 1050 (June 28)
- 6 - SWVRTSD Payroll Warrant # 1 & # 1000 (July 15)
- 7 - SWVRTSD Payroll Warrant # 1001 (July 30)
- 8 - SWVRTSD Payroll Warrant # 3 & # 1003 & # 1005 (August 19)
- 9 - SWVRTSD Vendor Warrant # 1051 (June 28)
- 10 - SWVRTSD Vendor Warrant # 1002 (July 15)
- 11 - SWVRTSD Vendor Warrant # 1004 (July 30)
- 12 - SWVRTSD Vendor Warrant # 1006 (August 19)
- 13 - Revenue & Expenses, Statement of Cash Flow
- 14 - Nomination Form: Bartlett
- 15 - Tuition Reduction Proposal 2014