

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

3 Assembly Room, Career Development Center

4  
5 Members Present: Gloria Alexander; Katie Bourn; Jim Boutin; James Culkeen; Kevin  
6 Goodhue; Leon Johnson; Jackie Kelly; Fran Kinney; Ed Letourneau; Heidi Pickering.

7  
8 Members Absent: Jessica Gulley-Ward; Rickey Harrington.

9  
10 Staff and Others Present: Carolyn Bartlett; Tim Foley; Marie-Pierre Huguet; Mike Lawler;  
11 Stephanie Mulligan; Nick Pembroke; Sandra Redding; Kathy Slade; Bill Swisher; Shari  
12 Spangenberg; Andrew Waldron.

13  
14 Videotaping: CAT TV

15  
16 Recorder: Barb Schlesinger

17  
18 **Call to Order and Welcome**

19 Boutin called the meeting to order at 6:30pm.

20  
21 **Public Comments**

22 Boutin called for public comments; there were none.

23  
24 **Presentation**

25 Culkeen introduced instructor Tim Foley (Video Production/ Theatre Arts) who in turn  
26 introduced student Nick Pembroke. Last spring Kakota Knapp, Luc LaCroix and Pembroke  
27 wrote and produced a sixty second video entitled 'Be Tick Smart' which won a competition  
28 sponsored by the Vermont Department of Health. As a result of this, Pembroke was  
29 interviewed on WCAX Burlington. A YouTube video of Pembroke's interview, which  
30 included the Public Service Announcement, was shown to the board and audience. Foley  
31 and Nick answered questions about the class trip to Burlington and their experiences with  
32 this project. Culkeen thanked them both.

33  
34 **Committee Reports**

35 - Finance

36 Mulligan handed out an agenda of the budget process/ board member election, culminating  
37 with the March 4, 2014 voting date. Boutin noted committee meetings will continue through  
38 December 16, 2013, when the draft budget will be presented to the full Board for approval.

39  
40 There has been no word yet regarding teacher negotiation.

41  
42 - Strategic Planning

43 Alexander noted minutes were in the dropbox. Boutin gave an update on the last joint  
44 Bennington Select Board/ school board meeting and reported these meetings are providing:

45 ~ Better communication between the boards

46 ~ Providing insight to what local business need/ want, for example having students  
47 bring their attendance records and grades with them to job interviews.

1 The committee also continues with their task of updating our Philosophy and Goals and is  
2 working on a grid that includes defining the goal, the action, the resources, the timeline and  
3 the outcome.

4  
5 **Consent Agenda**

6 **Minutes**

- 7 - Minutes of the October 21, 2013 Regional Governing Board Meeting  
8

9 **Kinney moved and Johnson seconded the motion to accept the October 21, 2013 Full**  
10 **Board minutes. Hand vote was taken with all in attendance voting in favor.** Boutin  
11 noted the motion was unanimous. There was no discussion.

- 12  
13 - Minutes of the October 21, 2013 Finance Committee Meeting  
14 - Minutes of the November 12, 2013 Finance Committee Meeting  
15 - Minutes of the November 12, 2013 Strategic Planning Committee Meeting  
16

17 **Kinney moved and Johnson seconded the motion to accept the Committee Meeting**  
18 **Minutes (3 sets). Hand vote was taken with all in attendance voting in favor.** Boutin  
19 noted the motion was unanimous. There was no discussion.  
20

21 **Warrants**

- 22 - SWVRTSD Payroll Warrant # 9 10/31/2013 in the amount of \$ 873.04  
23 - SWVRTSD Payroll Warrant # 1015 10/31/2013 in the amount of \$ 72,301.01  
24 - SWVRTSD Payroll Warrant # 10 11/18/2013 in the amount of \$ 4,317.51  
25 - SWVRTSD Payroll Warrant # 1017 11/18/2013 in the amount of \$ 68,721.72  
26  
27 - SWVRTSD Vendor Warrant # 1016 10/31/2013 in the amount of \$ 29,778.22  
28 - SWVRTSD Vendor Warrant # 1018 11/18/2013 in the amount of \$ 60,996.84  
29

30 **Johnson moved and Goodhue seconded the motion to approve both the Payroll and**  
31 **Vendor Warrants.**

32  
33 Two questions were asked in regards to MG Trust (payroll) and Vendor Warrant #1018  
34 (pages 4/5) for Consulting Partners Inc. Culkeen and Mulligan provided answers.  
35

36 **Hand vote was taken with all in attendance voting in favor.** Boutin noted the motion was  
37 unanimous.  
38

39 **Cash Flow Statement - Revenue & Expenses** (October 1 through October 31, 2013)

40 Boutin called for comments, there were none.  
41

42 **Action Items**

43 ➤ **Approval Short Block PTF**

44 Culkeen gave a brief introduction, noting this is a short block course. Students will get credit  
45 and the course is aimed at underclassmen as a way of generating interest in the Law  
46 Enforcement program. Recently hired Law Enforcement Instructor Andrew Waldron has  
47 worked on the curriculum for this class entitled Student Police Information Knowledge and  
48 Experience (SPIKE).  
49

1 **Johnson moved and Goodhue seconded a motion to accept the SPIKE course**  
2 **syllabus as presented.**

3  
4 There was brief discussion regarding 'measureables' for the intangibles (reference grading  
5 policy). Culkeen reported the course information will go to the counselors at MAU for them  
6 to get the word out. 'Boot Camp', the program at the middle school, was mentioned.  
7 Culkeen also noted that freshman are prohibited from enrolling in 'long block' classes; the  
8 idea of 'short blocks' is to sell the programs as they become upperclassmen.

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

### 12 **Superintendent's Report**

13  
14 Superintendent Culkeen began his report by presenting three new hires (started last month)  
15 and asking each for a few words about themselves:

- 16 ■ Introductions

#### 17 *Andrew Waldron – Law Enforcement*

18  
19 Waldron gave a brief bio of his work history and noted his goal is to rejuvenate the  
20 Law Enforcement program. Boutin noted the syllabus presented this evening was an  
21 aggressive one for a short block class, wished Waldron success and inquired if fire  
22 fighting would be included at some point. Waldron responded that firefighting is  
23 mostly volunteer in rural communities and training is handled by the fire departments  
24 themselves.

25  
26 There was brief discussion regarding the prerequisite that there be no prior criminal  
27 records or excessive discipline referrals. Waldron noted the goal is to place these  
28 students on a career path; therefore they need to be 'stand out citizens'. Culkeen  
29 noted this is not a new requirement.

#### 30 *Carolyn Bartlett – Engineering & Design/ 3D CAD*

31  
32 Bartlett gave a brief bio noting she was a graduate of MCLA and is new to the  
33 classroom. She thanked the board for the opportunity.

#### 34 *Shari Spangenberg – IT/ Hardware Support*

35  
36 Spangenberg reported she has 30 years of computer experience and welcomes the  
37 challenge here.

38  
39 Culkeen further spoke of:

- 40 ■ A school store break-in that occurred last month. Officer Cam Grande has been  
41 involved; one arrest was made this afternoon and a warrant is out for another. The  
42 board sends it's thanks to Officer Grande.
- 43 ■ The Ad-hoc committee (Student information system) has not met; all the information  
44 is not in yet.
- 45 ■ The Enrollment numbers (based on October state reporting). Culkeen walked the  
46 board through tonight's handout, the first two pages reflecting what was sent to the  
47 state, the rest of the packet giving a breakout by block/ individual program and class.  
48 He also spoke of the difference between the signup numbers and the actual  
49 enrollment on reporting date. Culkeen noted registration begins in January, a

1 decision as to class size is needed by March and the sooner this decision is made  
2 the better for our reputation.

3  
4 Bill Swisher noted we are fortunate in that we have four relatively distinct blocks  
5 however; it is a complicated scheduling process.

6  
7 There was brief discussion with board members noting the Education committee  
8 should and will meet before the budget is voted upon. The Committee will review the  
9 data for the past three years.

10  
11 ▪ Culkeen spoke of his continue review of the Schiller Report and handed out  
12 administration job descriptions, both current and draft. He noted currently  
13 administration is down to working with 3.5 people. He mentioned adding an  
14 administrative support position to Adult Ed. He presented four new job descriptions  
15 for action by the board at the December meeting. The positions are: 1) Business  
16 Manager, 2) Business Manager Assistant, 3) Student and Data Services Clerk and 4)  
17 Confidential Secretary to Administration.

18  
19 Culkeen reported all the individuals have seen and read these new job descriptions.  
20 He thanked both Lawler and Mulligan for their assistance. Proposed time schedules  
21 and an organizational chart will be forthcoming after the board's approval of the job  
22 descriptions.

#### 23 24 **Chairman's Report**

25 Chairman Boutin reported briefly on

- 26 ▪ The School Board Association conference that he attended with Superintendent  
27 Culkeen at the end of October. They attended the first day and were there for the  
28 new Secretary of Education's luncheon address. Other presentations included one  
29 on personalized learning plans - to begin at the middle school level and carry through  
30 the twelfth grade. This would allow students to 'take control' and the idea has  
31 promise for us. Another presentation centered on increasing job shadowing and  
32 internships.
- 33 ▪ The recent round table held here (MAU/ Benn/ Bennington Select Board). Zero  
34 based budgeting was well received and there was talk of 'Town' budget building.  
35 Boutin expressed that we will continue to reach out to the town.

#### 36 37 **Executive Session**

38 There was none this evening.

#### 39 40 **Other**

41 Boutin called for comments, hearing none

42  
43 **At 7:30pm Kinney moved and Alexander seconded a motion to Adjourn. All in**  
44 **attendance were in favor.**

45  
46 Respectively submitted,

47  
48 Barb Schlesinger  
49 November 24, 2013

1 **Dropbox:**

- 2 - Minutes of the October 21, 2013 Regional Governing Board Meeting
- 3 - Minutes of the October 21, 2013 Finance Committee Meeting
- 4 - Minutes of the November 12, 2013 Finance Committee Meeting
- 5 - Minutes of the November 12, 2013 Strategic Planning Committee Meeting (including
- 6 work sheets)
- 7 - SWVRTSD Payroll Warrant # 9 & # 1015 (Oct 31)
- 8 - SWVRTSD Payroll Warrant # 10 & # 1017 (Nov 18)
- 9 - SWVRTSD Vendor Warrant # 1016 (Oct 31)
- 10 - SWVRTSD Vendor Warrant # 1018 (Nov 18)
- 11 - Revenue & Expenses, Statement of Cash Flow
- 12 - Short Block PTF Information
- 13 - FYI: Minutes from Local School Boards/ Bennington Select Board Joint Budget Work
- 14 Session Nov 12, 2013

15  
16 Meeting Hand-Outs

- 17 - Fall 2013 Student Enrollment numbers
- 18 - SVRTSD Budget Vote & Board Member Election March 2014.
- 19 - Proposed Administrative Job Descriptions (4)