

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: December 16, 2013**

3 Assembly Room, Career Development Center

4
5 Members Present: Katie Bourn; Jim Boutin; James Culkeen; Kevin Goodhue; Jessica
6 Gulley-Ward; Rickey Harrington; Leon Johnson; Jackie Kelly; Fran Kinney; Ed Letourneau;
7 Heidi Pickering.

8
9 Members Absent: Gloria Alexander.

10
11 Staff and Others Present: Mike Lawler; Bruce Lee-Clark; Stephanie Mulligan; Sandra
12 Redding.

13
14 Videotaping: CAT TV

15
16 Recorder: Barb Schlesinger

17
18 **Call to Order and Welcome**

19 The meeting was called to order at 6:30pm by Chairman Boutin.

20
21 **Public Comments**

22 Public comments were called for by Boutin; there were none.

23
24 **Committee Reports**

25 - Strategic Planning

26 The December 12, 2013 meeting was cancelled due to snow.

27
28 - Finance

29 Harrington reported there was no finalized budget for approval tonight. The committee will
30 be back at the table Wednesday at noon. Culkeen noted further cuts will be made prior to
31 that meeting. Boutin noted the budget will be approved at the January board meeting and a
32 special meeting will be needed to warn it.

33
34 - Policy

35 Johnson reported the committee met today and reviewed the following which will be brought
36 to the board for the January meeting:

- 37 ▪ 4035C Conflicts of Interest in Hiring
- 38 ▪ 5002C Policy Against Student Harassment
- 39 ▪ 5003C Bullying Prevention

40
41 Johnson noted attendance regulations do not need to be attached to policy; the handbook is
42 sufficient. He also spoke of community outreach projects and putting some guidelines in
43 place.

44
45 - Education

46 Letourneau reported there was no meeting because of lack of quorum; another meeting will
47 be scheduled this evening.

1 - Negotiating team
2 Harrington reported the team will meet January 2nd. Kinney noted the teachers do not
3 have a team together yet and that negotiations should begin in January.

4 **Consent Agenda**

5 **Minutes**

- 6 - Minutes of the November 18, 2013 Regional Governing Board Meeting

7
8
9 **Kinney moved and Goodhue seconded the motion to accept the November 18, 2013**
10 **Full Board minutes. Hand vote was taken with all in attendance voting in favor.**

11 Boutin noted the motion was unanimous. There was no discussion.

12 **Warrants**

- 13
14 - SWVRTSD Payroll Warrant # 11 11/27/2013 in the amount of \$ 1,422.46
15 - SWVRTSD Payroll Warrant # 1019 11/27/2013 in the amount of \$ 71,212.59
16 - SWVRTSD Payroll Warrant # 12 12/16/2013 in the amount of \$ 2,032.50
17 - SWVRTSD Payroll Warrant # 1021 12/16/2013 in the amount of \$ 66,303.30

18
19 **Kinney moved and Goodhue seconded the motion to approve the Payroll Warrants.**
20 **Hand vote was taken with all in attendance voting in favor.** Boutin noted the motion was
21 unanimous.

- 22
23 - SWVRTSD Vendor Warrant # 1020 11/27/2013 in the amount of \$ 24,705.92
24 - SWVRTSD Vendor Warrant # 1022 12/16/2013 in the amount of \$ 23,834.90

25
26 **Kinney moved and Goodhue seconded the motion to approve the Vendor Warrants.**

27
28 Discussion: Letourneau inquired about

- 29 ▪ The tangible benefits of Chamber membership (Warrant #1020). Brief
30 discussion followed as to the nominal cost, the usefulness for the marketing/
31 business management program, providing a presence in the community and
32 networking/ mentorship opportunities for students.
33 ▪ The Safety Cellular Telephone fee (Warrant #1022 - page 2). Culkeen reported
34 sign out of these phones has declined and this item is under review. He gave a
35 brief history of this emergency service, explaining this was put into place when
36 cell phones were by the minute.
37 ▪ The 3.5" floppy emulator (Warrant #1022 – page 6). Culkeen explained this
38 device allows the Design program to convert an older machine from floppy to
39 stick memory. This is the last of the machines to be modified.

40
41 **Hand vote was taken with all in attendance voting in favor.** Boutin noted the motion was
42 unanimous.

43 **Cash Flow Statement - Revenue & Expenses** (November 1 through November 30, 2013)

44 Boutin called for comments, there were none.

45 **Action Items**

46 ➤ **Nomination – Adult Education Administrative Assistant**

47
48 Culkeen reported this new position allows Assistant Director for Adult Education Huguet
49 more on campus day time. The position is funded within the budget and ties into the
50

1 changes of job descriptions. The Schiller Report recommended the shift in responsibilities.
2 The nominee will be working Monday thru Thursday evenings. Boutin noted he was
3 impressed with the candidates.
4

5 **Johnson moved and Harrington seconded to accept the recommendation of Teresa**
6 **O’Loughlin for Part-time Administrative Assistant for Adult & Continuing Education.**
7 **Hand vote was taken with all in attendance voting in favor.** Boutin noted the motion was
8 unanimous.
9

10 ➤ **Nomination – Technology Integration/ Media Specialist**

11 Culkeen reported he has no recommendation tonight for this position. He noted the Perkins
12 grant will have to be amended if allowed by the State; the position was supposed to begin
13 on September 1st.
14

15 Culkeen spoke of the composite NECAP math scores and reported the target programs for
16 this position were Building Trades, Design & Fabrication, Culinary and Engineering. He
17 would like the person to use an iPad cart and noted we have the equipment. He reported
18 that out of nine – ten applicants, three were interviewed. He also reported the State has
19 been very slow in approving this Perkins grant. Further discussion as to the possibility of
20 keeping the position after the grant ran out followed.
21

22 ➤ **By-law Amendment to include Glastonbury in SVRTSD**

23
24 **Harrington read the following motion: In accordance with Article IX, Amendments, of**
25 **the By-Laws fro the Southwest Vermont Career Development Center Regional**
26 **Technical School District Board of Directors the Board moves to amend Article 1,**
27 **paragraph C, Name and Membership, to include Glastenbury. Goodhue seconded.**
28

29 There was brief discussion as to why Glastenbury had not been included, the impact of it
30 being excluded, and what steps had been taken to insure this was the correct way to make
31 the change. Culkeen noted that the Amendment would be Article XI (to correct the typo).
32

33 **Hand vote was taken with all in attendance voting in favor.** Boutin noted the motion was
34 unanimous. Harrington thanked the board.
35

36 ➤ **Approval of Job Descriptions**

37 Culkeen reported four job descriptions (Business Manager, Business Manager Assistant,
38 Student and Data Services Clerk and Confidential Secretary to Administration) would be
39 changed based on job duty realignment and Schiller Report recommendation.
40

41 **Harrington moved and Kinney seconded a motion to accept the four job descriptions.**
42

43 There was brief discussion as to the meaning of ‘confidential’ secretary; Culkeen noted
44 position duties include committee minutes, personnel issues, and background checks,
45 hence, ‘confidential’.
46

47 **Hand vote was taken with all in attendance voting in favor.** Boutin noted the motion
48 was unanimous.
49

1
2 **Superintendent's Report**

3 Superintendent Culkeen began his report

- 4 ▪ Noting tonight's special treat was prepared by the culinary arts students.
- 5 ▪ He commended the staff and faculty for their efforts in marketing the CDC.
6 Invitations were sent to 230 8th grade students in Arlington, Manchester and Sacred
7 Heart for a recent tour. The attending students were given gift packs. Culkeen
8 extended a special thanks to Bill Swisher, Mary Farrell, Wendy Klein, Jamie-Lyn
9 Schmidt and Brian Coon. The next Open House is scheduled for January 30, 2014.
- 10 ▪ Culkeen spoke of the tour this past fall at Mack Molding. At the end of that general
11 tour the students signed up for specific lines to be revisited. Five groups will be
12 touring these specific lines and up to 40 students will be attending different
13 workshops.
- 14 ▪ Noted 'Sustainable Foods' needs to be addressed. At present, the AG Committee
15 does not have full consensus. Currently, we have reasonable assurance that this
16 agriculture program would qualify for a grant if it is linked with Culinary and we can
17 show a commitment. No funds have been budgeted for next year and an instructor
18 is needed to design the course and curriculum. This needs to be decided ASAP for
19 forwarding to the Education Committee.

20
21 **Chairman's Report**

22 Chairman Boutin reported briefly on

- 23 ▪ The Joint Bennington Select Board and School Boards Workforce. They have had
24 seven meetings to date. Most recently Rich Pembroke (SVSU) reported on a
25 funding formula for 2014. There will be a five to eight cent increase before budget.
26 There will be a joint open-forum budget presentation (schools and town) on February
27 9th at the Bennington Fire House. A document showing the impact of budgets in
28 layman's terms is being worked upon.
- 29 ▪ Better communication between the SVSU Board, the MAUHS Board and the CDC
30 Board. Suggested was that a committee member report monthly.
- 31 ▪ Boutin also encouraged board members whose terms were ending that January was
32 the time to get their petitions and signatures to run again.
- 33 ▪ Boutin expressed that possibly there would be no February board meeting. In lieu of
34 the February meeting there would possibly be a Special Meeting in January to Warn
35 the Budget. This has yet to be determined.

36
37 **Other**

38 Boutin called for comments, there were none.

39
40 **Executive Session**

41
42 **At 7:20pm Kinney moved and Harrington seconded a motion to enter Executive**
43 **Session for personnel. All in attendance were in favor.**

44
45 **At 7:48pm Kinney moved and Harrington seconded a motion to exit Executive**
46 **Session. All in attendance were in favor.**

47
48 No action was taken.

49

1 **At 7:49pm Kinney moved and Harrington seconded a motion to Adjourn. All in**
2 **attendance were in favor.**

3
4 Respectively submitted,

5
6 Barb Schlesinger
7 December 22, 2013

8
9 **Dropbox:**

- 10 - Minutes of the November 18, 2013 Regional Governing Board Meeting
- 11 - Minutes of the November 20, 2013 Finance Committee Meeting
- 12 - Minutes of the December 9, 2013 Finance Committee Meeting
- 13 - SWVRTSD Payroll Warrant # 11 & # 1019 (November 27, 2013)
- 14 - SWVRTSD Payroll Warrant # 12 & # 1021 (December 16, 2013)
- 15 - SWVRTSD Vendor Warrant # 1020 (November 27, 2013)
- 16 - SWVRTSD Vendor Warrant # 1022 (December 16, 2013)
- 17 - Revenue & Expenses, Statement of Cash Flow (November 2013)
- 18 - Job Description – Technology Integration/ Media Specialist
- 19 - Job Descriptions (4): Business Manager, Business Manager Assistant, Student &
- 20 Data Services Clerk, Confidential Secretary to Administration.
- 21 - Nomination Form: Part-time Administrative Assistant for Adult & Continuing
- 22 Education