

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: January 13, 2014**

3 Assembly Room, Career Development Center
4

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

9 Staff and Others Present: Derek Carson (Banner reporter); Marie-Pierre Huguet; Wendy
10 Klein; Mike Lawler; Stephanie Mulligan; Sandra Redding; Kathy Slade.
11

12 Videotaping: CAT TV
13

14 Recorder: Barb Schlesinger
15

16 **Call to Order and Welcome**

17 At 6:30pm, Chairman Boutin officially opened the Regional Governing Board meeting and
18 noted a quorum was present.
19

20 **Public Comments**

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

23 **Committee Reports**

24 - Policy

25 Johnson reported the committee met today and

- 26 ~ Approved the minutes of the December 16, 2013 meeting
- 27 ~ Discussed a method of organizing the policies, ie implementing a Table of Contents
28 that includes the approval date and the possibility of posting it on the website.
- 29 ~ A Community Projects policy as mentioned last meeting. There is currently none in
30 the nation to model after. The committee is looking to draft one and is seeking input
31 from other tech centers and will then put together guidelines. Leon noted we do a lot
32 of diverse things and need to identify the stakeholders and types of learning
33 environments.
34

35 There was brief discussion as to if the VSBA had been contacted with Johnson noting they
36 had been in December; they provided goals but no formal policy.
37

38 - Education/ Facilities

39 Letourneau reported the committee met this afternoon and voted in the affirmative to
40 recommend to the full board a Sustainable Foods program to replace the defunct Agriculture
41 program. Funding will be at zero cost and will be attained through rewriting the Perkins
42 grant. This will be brought to the full board at the next meeting.
43

44 Letourneau also reported the committee discussed Room 209. Three years ago MAU was
45 given notice to vacate; they will provide another location. Individual learning plans was
46 discussed along with program viability; one program has had declining enrollment for the
47 past three years. The Superintendent will discuss this with the instructor and report back at
48 the February meeting.
49

1 **Consent Agenda**

2 **Minutes**

- 3 - Minutes of the December 16, 2013 Regional Governing Board Meeting

4
5 **Kinney moved and Goodhue seconded the motion to approve the December 16, 2013 Full Board minutes. Hand vote was taken with all voting in favor excepting Alexander, who abstained.** There was no discussion.

8
9 **Warrants**

- 10 - SWVRTSD Payroll Warrant # 13 12/30/2013 in the amount of \$ 1,419.00
11 - SWVRTSD Payroll Warrant # 1023 12/30/2013 in the amount of \$ 81,011.36
12 - SWVRTSD Payroll Warrant # 14 12/30/2013 in the amount of \$ 131.86
13 - SWVRTSD Payroll Warrant # 1024 12/30/2013 in the amount of \$ 31.76
14 - SWVRTSD Payroll Warrant # 15 1/13/2014 in the amount of \$ 90.50
15 - SWVRTSD Payroll Warrant # 1025 1/13/2014 in the amount of \$ 71,658.73
16
17 - SWVRTSD Vendor Warrant # 1026 12/30/2013 in the amount of \$ 53,402.71
18 - SWVRTSD Vendor Warrant # 1027 1/13/2014 in the amount of \$ 12,674.69

19
20 **Johnson moved and Kinney seconded the motion to approve both the Payroll and Vendor Warrants.**

21
22
23 Discussion: Letourneau inquired about

- 24 ▪ Vendor Warrant #1027 (page 3) – Microsoft exam voucher. Culkeen reported
25 this item reflects the Business students taking a certification test. It is a line item
26 in the budget.
27 ▪ Vendor Warrant #1026 (page 9) – December rubbish removal. Mulligan
28 reported this was for SecurShred.

29
30 **Hand vote was taken with all voting in favor.** Boutin noted the vote was unanimous.

31
32 **Cash Flow Statement - Revenue & Expenses** (December 1 through December 31, 2013)

33 Boutin called for comments, there were none.

34
35 **Action Items**

36 ➤ **Approval of Budget**

37 Culkeen thanked both the Finance Committee and the Business Manager for all their work.
38 Mulligan handed out the final draft budget to the board members and gave a brief history as
39 to how it was arrived at. This final draft being presented in the handout(s) represents a 4%
40 increase from last year. Culkeen noted there were two big items in this budget: 1) the first of
41 five \$20,000 lease payments for a front end loader (the one being replaced is 20 years old
42 and at the end of its life cycle) and 2) three computer labs are slated to be replaced – either
43 all three will be leased or one will be bought. There are several other line items that are still
44 in flux.

45
46 **Goodhue moved and Johnson seconded to accept the presented budget of \$3,672,233.**

47
48
49 Discussion followed in which the following topics were raised:

- 50 ▪ The increase in the guidance budget (an adjustment in how the data person will

1 be accounted for),

- 2 ■ Past budget increases (last year's was 3%); year before, level funded,
- 3 ■ Salary and benefits (account for 70% of the budget). Culkeen noted that
- 4 because of the nature of the CDC, we buy more materials than a regular high
- 5 school,
- 6 ■ The 10% increase in employee benefits (Mulligan budgeted insurance higher in
- 7 this healthcare transition year). Harrington noted for the past 2 years, employee
- 8 healthcare insurance has risen 10% each year – this is not sustainable,
- 9 ■ Jump in IT Center Support (reflects two positions – currently one employee and
- 10 one contract individual). There are also a variety of new softwares based on the
- 11 audit.
- 12 ■ Business Manager line is lower (position is now part-time),
- 13 ■ Maintenance services, the MAU allocation, if MAU contracts, etc. Mulligan
- 14 reported the allocation will be presented at the next meeting. There was also
- 15 general talk as to allocation vs direct rent.

16
17 **Hand vote was taken with all voting in favor of the budget as presented excepting**
18 **Kinney who abstained.** The vote passes and will be Warned and presented to the voters
19 in March.

20
21 ➤ **DECA Field Trip**

22 DECA 2/9 → 2/11 Burlington VT 8 Students

23
24 **Johnson moved and Alexander seconded a motion to approval the DECA field trip.**
25 **Hand vote was taken with all voting in favor.** Boutin noted the vote was unanimous.

26
27 Culkeen noted this is an annual trip; it is overnight, so therefore before the board for
28 approval. The trip is paid for by revenue form the Campus store.

29
30 ➤ **Retirements**

31 Culkeen reported he received two intents last Monday:

- 32 1. Bill Swisher (Guidance) who has been with us since 1999. He will be retiring the end
- 33 of the year. Culkeen thanked Bill for his years of service.

34
35 **Kinney moved and Johnson seconded a motion to accept Mr Swisher's Notice of**
36 **Retirement. Hand vote was taken with all voting in favor.** Boutin noted the vote was
37 unanimous.

- 38
39 2. Mary Farrell (Special Needs) who has been with us since 1988.

40
41 **Kinney moved and Johnson seconded a motion to accept Ms Farrell's Notice of**
42 **Retirement. Hand vote was taken with all voting in favor.** Boutin noted the vote was
43 unanimous.

44
45 ➤ **Policies for Warning**

- 46 **4035C Conflict of Interest in Hiring (rev 2013)**
- 47 **5002C Prevention of Student Harassment (rev 2013)**
- 48 **5003C Prevention of Bullying (rev 2013)**

1 **Kinney moved and Harrington seconded a motion to Warn Policies 4035C, 5002C and**
2 **5003C.**

3
4 There was brief discussion as to the policies being specific to the tech center and
5 consistency of rules for the students. Also discussed was the use of the word 'condone' in
6 policy 4035C. There was no discussion of Policies 5002C or 5003C.

7
8 **Hand vote was taken with all voting in favor of Warning Policies 4035C, 5002C and**
9 **5003C.** Boutin noted the vote was unanimous.

10 11 12 **Superintendent's Report**

13 Superintendent Culkeen began his report

- 14 ▪ By announcing the Open House January 30, 2014 4:40 – 7:00. The staff has done
15 much work preparing for this event. There will be student demonstrations. Publicity
16 is being handled mostly through social media, with some direct mail. There is no
17 'snow date' for the event because of class registration. In the event of snow
18 cancellation, a similar event will be held later in the spring.
- 19 ▪ He further reported the short block Law Enforcement program, entitled SPIKE, will
20 start January 27, 2014.
- 21 ▪ Turned over to Marie-Pierre Huguet the update on Adult Ed. Huguet spoke of, and
22 distributed to the board members, the new Spring Brochure that would appear in the
23 Banner this Thursday as an insert. She noted Adult Ed now has a dedicated
24 Culinary Institute instructor, collaboration is getting stronger in the community and
25 manufacturing is strengthening. Huguet announced to the TV audience that the best
26 way to register is to call or email and noted the brochure will be in the Banner and is
27 on the svcdc.org website.
- 28 ▪ Announced this coming Wednesday, Thursday and Friday evenings (January 15th,
29 16th and 17th) at 7:00pm, Tim Foley's class will be presenting one-act plays at
30 Oldcastle.
- 31 ▪ Spoke of the process of review/ renewal of the school website has begun; we are
32 close to RFP proposals. At this point we know what we want and hope to have a
33 proposal soon.
- 34 ▪ Spoke of the continued joint meetings that he and Chairman Boutin are attending.
35 There will be a meeting February 10th, 6:00pm at the Bennington Fire House with a
36 presentation as to what is going on at the Bennington Schools (what is driving the
37 budget) followed by an explanation of the State funding formula.

38 39 **Chairman's Report**

40 Chairman Boutin spoke briefly on

- 41 ▪ The Joint Bennington Select Board and School Boards Workforce which consists of
42 the Town of Bennington, MAU, CDC and the Bennington Select Board. The
43 workforce is presently concentrating heavily on the budget process and taxes.
- 44 ▪ The CDC budget and the amount of work done by the Finance Committee, Culkeen
45 and Mulligan.
- 46 ▪ Requested the committee chairs get together and be more consistent on times and
47 dates of committee meetings. He noted the new system of getting instructor input.
- 48 ▪ Michael Harrington, who reported Bennington's unemployment rate is showing signs
49 of improvement. We need to focus on training, which is the major mission at CDC.

1 **Other**

2 Boutin called for comments, there were none.

3
4 **Executive Session**

5 There was no Executive Session this evening.

6
7 **Adjournment**

8 **At 7:32pm Kinney moved and Goodhue seconded a motion to Adjourn. All were in**
9 **favor.**

10
11 Respectively submitted,

12
13 Barb Schlesinger
14 January 20, 2014

15
16 **Dropbox:**

- 17 - Minutes of the December 16, 2013 Regional Governing Board Meeting
- 18 - Minutes of the December 16, 2013 Policy Committee Meeting
- 19 - Minutes of the December 18, 2013 Finance Committee Meeting
- 20 - SWVRTSD Payroll Warrant # 13 & # 1023 (December 30, 2013)
- 21 - SWVRTSD Payroll Warrant # 14 & # 1024 (December 30, 2013)
- 22 - SWVRTSD Payroll Warrant # 15 & # 1025 (January 13, 2014)
- 23 - SWVRTSD Vendor Warrant # 1026 (December 30, 2013)
- 24 - SWVRTSD Vendor Warrant # 1027 (January 13, 2014)
- 25 - Revenue & Expenses, Statement of Cash Flow (December 2013)
- 26 - Notice of Retirement (2x)
- 27 - DECA Field Trip Request
- 28 - Policies 4035C, 5002C, 5003C for Warning (3x)

29
30 **At Meeting:**

- 31 - CDC Adult Education Brochure
- 32 - FY 2015 Budget – Final Draft