

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**

2 **Finance Committee Meeting Minutes: September 15, 2005**

3 Conference Room, Career Development Center

4
5 Board Members Present: Claude DeLucia; Kevin Goodhue; Frank Lamb, Chair; Lance Matteson
6 (left 5:50pm).

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8 Staff and Others Present: Greg Lewis, Business Manager (left 5:50pm); Donna Oyama, Director.

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10 Recorder: Richard Bump.

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12
13 Lamb called the meeting to order at 5:00pm.

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15 1. Activity Account Tax Identification Number: Reading from an e-mail from the CDC auditors
16 (dated 8/19/05, a copy of which was distributed at the meeting), Lamb noted that "activity
17 accounts do not represent separate legal entities and therefore should not seek to have their
18 own employer identification numbers". Given that opinion, members agree that there is no
19 need to change current practice and that activity accounts will continue to use the same tax
20 number as the CDC.

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22 2. Minutes: DeLucia moved and Goodhue seconded a motion to approve the Minutes of August
23 10, 2005, and the motion passed unanimously.

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25 3. Changes in Teacher/Staff Positions for FY07: Oyama reported that FY07 staff and teaching
26 positions will remain the same except that she plans to include the Assistant Director
27 position in the FY07 Budget. In response to a question from Lamb, Oyama noted that she
28 will be prepared to discuss stipends for three student CTSO (Career and Technical Student
29 Organization) advisors at the upcoming Board meeting (Nominations for those advisors are
30 included in the Consent Agenda for that meeting).

31
32 4. Annual Budget Report: Lewis noted that a participant at the 2/28/05 Annual Meeting asked
33 that future budget reports compare budgeted revenues and expenses to actual revenues
34 and expenses. After a brief discussion, members agreed that this could be done.

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36 At 5:10pm, Goodhue moved and DeLucia seconded a motion to move to Executive Session to
37 discuss contract negotiations, and the motion passed unanimously. The Committee returned to
38 Open Session at 5:15pm.

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40 5. Act 130 Technical Correction: Members agreed that discussion needs to take place at the
41 October Legislative Breakfast about the proposed technical correction to Act 130 which
42 would allow the technical center budget and tuition information to be presented separate
43 from the high school budget. In order to be in effect for the FY07 budget warning (end of
44 January) and vote (beginning of March), legislative action needs to be completed as early as
45 possible in January 2006.

46
47 6. FY07 Budget Process: Oyama reported that she has begun working with teachers as they
48 develop their program budgets, and Lewis noted that Mike Lawler, CDC Teacher, has
49 recommended that the CDC contract for technology services from SVSU be on an hourly
50 basis, and to discontinue the service fee established in the contract for various Central Office
51 and supervisory services. Lewis also agreed to send out the FY06 budget schedule, and
52 whatever supporting narratives as there might be.

53
54 7. Systems Administrator Position: Oyama reported that all parties involved are in support of
55 changing the Systems Administrator position from an SVSU employee to an SWVRTSD
56 employee, including Jim Boutin, SVSU Technology Coordinator. Oyama then distributed the

1 draft *Employment Agreement* for Joshua M. Clark as Systems Administrator, and after
2 members and staff noted that
3 - item 6.10 should be deleted from the Agreement
4 - item 6.20 should be renumbered to 6.10 and the word "annual" should be inserted
5 before the word "evaluation" at the end of the first line of this section
6 - the funding for the position is budgeted through the Contract Services line item
7 - a rollover retirement clause needs to be included in the Agreement with an
8 effective date that coincides with the beginning of a pay period which is closest to
9 the effective date of this Agreement (Oyama agreed to develop this language)

10 Matteson moved and Goodhue seconded a motion to approve an annual salary for this
11 position of \$29,264.38 commencing with the date of this Agreement and prorated
12 accordingly, and the motion passed unanimously. After members further noted that Clark's
13 position, like the Business Manager and the Adult Program Coordinator positions, is not
14 included in any bargaining unit, Matteson moved and Goodhue seconded a motion to
15 recommend to the board approval of the *Employment Agreement* with Joshua M. Clark as
16 Systems Administrator for the SWVRTSD, and as amended by the above discussion, and
17 the motion passed unanimously.

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19 8. Director's Contract: Matteson noted that he is in favor of approving the Director's contract,
20 although the committee took no specific action on this item.

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22 9. Retirement Agreement for Faye Bush: After Oyama distributed and then briefly reviewed a
23 document indicating that the MAU board has agreed to pay the employer portion of the
24 retirement pension for Faye Bush for the period 7/1/1994 through 12/31/1999, Matteson
25 moved and Goodhue seconded a motion to recommend to the Regional Governing Board
26 that the SWVRTSD pay the remaining portion of Bush's retirement pension for that same
27 period and in the amount of \$2,671.90, and the motion passed unanimously.

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29 10. Wood Chip System: Lamb noted that members will be asked to act on the MAU proposal for
30 a wood-chip burning system at the CDC/MAU campus during the September board meeting,
31 and that the proposal itself is included in the material sent out with the Agenda packet.
32 Lewis noted that the payback period is expected to be 18 months, and members noted that
33 the CDC share appears to be 33% rather than the 25% which is the usual rate assessed for
34 capital improvements of this nature. Part of the reason for urgent action on this proposal is
35 that there is no guarantee how long the state of Vermont will continue to reimburse projects
36 such as this at 90%. Lewis recommended that the CDC cost should be prorated over a
37 number of years, if the project is approved.

38
39 At 5:50pm, Goodhue moved and DeLucia seconded a motion to move to Executive Session to
40 discuss negotiations, and the motion passed unanimously. The committee returned to Open
41 Session at 6:05pm.

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43 After members and staff noted that

- 44 - although the FY06 budget increased by 8% there was no increase whatsoever in
- 45 tuition, and cautioned against any significant increase in tuition for the FY07 school year
- 46 - just the contribution to the two capital funds, which has to be included in the FY07
- 47 budget for the first time, already results in a 3% increase in the budget
- 48 - the MAU Education committee is discussing a reduction in the number of credits to
- 49 graduate as well as introducing a new and required technology credit

50 Lamb adjourned the meeting at 6:15pm.