

1 Southwest Vermont Regional Technical School District (SVRTSD)
2 Finance Committee Meeting Minutes, Wednesday, November 20, 2013, 5 PM
3 RGB members present-Jim Boutin, Katie Bourn and Rickey Harrington
4 CDC represented by Supt./Dir. James Culkeen and Business Manager, Stephanie Mulligan
5 Recorder: Sandra Redding
6

7 Superintendent Culkeen informed the committee that he has been meeting with Assistant
8 Director, Mike Lawler, Assistant Director for Adult Education, Marie-Pierre Huguet and
9 Stephanie Mulligan, CDC Business Manager to prepare the upcoming budget. They are in
10 the process of working with the faculty to assess the needs and expenses for each
11 program. The information passed out today is only the first look at that process and
12 requests and is therefore, a work in progress. Document 1, draft showing budgets
13 adopted, actual and proposed for a three year period was passed out. First glance
14 suggests that the total of all budget increases FY 2015, proposed, if accepted the way they
15 are right now, would be more than 10%. This is, of course, not acceptable to the
16 committee. Document 2 showed what percentages would need to be decreased to reach
17 lower budget increases. Discussion ensued as to the many ways the needs and expenses
18 of a particular program can be handled. What percentage increase can we live with; what
19 is truly, actually needed in the equipment area; justification for every expense;
20 replacement of computers; setting up separate accounts for furniture, uniforms,
21 computers. There are, of course, educational reporting of expense regulations that we
22 must adhere to. The committee would like to see totals listed for each program as well as
23 the line item amounts. This will be provided for the next meeting. Discussion of monies
24 previously put aside for specific areas ensued. What new program start up costs and
25 development of other program costs need to be looked by the committee? A DOE member
26 will be here next Tuesday to discuss start up of a sustainable agriculture program. We are
27 looking for a possible innovation grant, but must plan the budget as if we were not getting
28 one.

29 It was noted that the RGB Education/Facilities Committee will meet on Tuesday, November
30 26, 2013. They will be taking a look at the three year rolling averages for the CDC
31 programs. That will be needed as budget discussions go forth. The superintendent
32 explained the high costs and extensive procedures in developing a new program. He also
33 shared the budgetary needs establishing the FTEs as it relates to income and budget. Jim
34 Boutin endorses the efforts to establish an agriculture program of some sort as this is
35 being promoted statewide. MAUMS is presently running an ag program at the Middle
36 School site. Farm to table is the program experience at this time. However, they are
37 talking about putting a greenhouse on the site as well.

38 The committee spent some time discussing the upcoming Union negotiations and
39 associated costs. Ricky Harrington will be representing the SVRTSD. The first meeting is
40 Thursday, December 5, 2013 at Central Office.

41 Discussion about other line items costs such as communications technology program
42 color printer lease; law enforcement program; costs of a particular program versus
43 another's needs; building trades and how to incorporate plumbing, electrical and HVAC
44 into the program; the process of hiring a person to teach as opposed to hiring a vendor for
45 instruction under the present program teacher's license; welding discussion; how to
46 evaluate the need for a certain program; the importance of sending school guidance
47 counselors to our success.

48 Superintendent Culkeen explained that very soon, the three administrators would be
49 holding meetings with program instructors concerning their budgets. He expects to see a
50 more realistic percentage increase request for year 2015. He also shared some of the
51 plans being considered by faculty to help with recruitment and marketing. Instructors
52 have created several committees that are doing great work in setting up some interesting
53 and exciting events for the CDC. He appreciates the efforts and work they are doing.
54

55 The Finance Committee will meet next on Monday, December 9, 2013 at 5 PM.
56 Meeting adjourned at 6:15 PM.