

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: June 16, 2008**

3 Manchester Elementary School, Manchester VT
4

5 Members Present: Gloria Alexander; Justin Corcoran; Claude DeLucia; Kevin Goodhue;
6 Leon Johnson; Rickey Harrington; Fran Kinney; Bob Kobelia; Frank Lamb, Chair; Ed
7 Letourneau; Rob Sperber.

8
9 Staff and Others Present: Carl DeCesare, CDC Instructor; Nicky Forest, CDC Instructor;
10 Wendy Klein, CDC Coop Coordinator; Bruce Lee-Clark, CDC Instructor; Greg Lewis, CDC
11 Business Manager; Bob Montgomery, Assistant CDC Director; Donna Oyama, CDC
12 Director; Sandy Redding, CDC Office Manager; James Weber, Student Representative.

13
14 Video Taping: This Meeting was not taped.

15
16 Recorder: Barb Schlesinger

17
18

Lamb called the meeting to order at 6:30PM and thanked the folks of Manchester for hosting
19 the Regional Technical School Board's meeting.

20
21 **Public Comments** There were none.

22
23 **Agenda**

24 **Goodhue moved and Letourneau seconded a motion to accept the Agenda as written.**
25 **All were in favor.**

26
27 **Program Presentation – Coop & SkillsUSA/ Engineering & Design**

28 Coop/ SkillsUSA

29 **COOP:** Coop Coordinator, Wendy Klein, walked the Board through the “virtual”
30 PowerPoint presentation she had distributed. Klein commented that this past year,
31 especially the spring semester, has been her most satisfying. The caliber of
32 students and their desire to participate and learn was excellent. Klein reported that
33 of the fifteen spring semester student interns, a full one-third were hired at the end of
34 the coop. Usually, only one or two are offered summer jobs.

35
36 Klein briefly described the four types of coops and the scheduling options. Students
37 can take coop as a stand-alone elective or the coop can be combined with technical
38 program time and/ or as an after school option. Initially, students concentrate on
39 employability skills, starting with vocational assessments (Klein uses a free online
40 source provided by VSAC) and progressing to career research, goal setting, resume
41 and cover letters, et al.

42
43 Coops that are not five days per week provide a challenge for Klein. In the fall
44 semester, Klein has used this classroom time working with students on college
45 planning; this aids in the transition beyond high school.

46
47 A ten-hour OSHA career safety program is offered at the end of the school year to
48 assist first year students in obtaining program instructor approval to enter a trade
49 coop.

1 Coop participation is below 50% of the tech programs; Klein's personal goal is one
2 per each tech program. Currently, strong participation is in the Auto, Medical
3 Professions, Engineering, Pre-law and Forestry. New coops this year were one in
4 Theatre Arts and an in-house building trades coop.

5
6 **SkillsUSA:**

7 Six students, Klein, and a student's father will be leaving for Kansas City June 23 to
8 participate in the 2008 National Conference. This will be fourth year in a row that
9 CDC will be representing Vermont in the Health Bowl. "They are the team to beat!"
10 One of DeCesare's students, a sophomore, will be competing in technical drafting.

11
12 Klein noted the enormous financial support from companies that received student-
13 written requests. This community, particularly the medical offices, has stepped up to
14 the plate.

15
16 Engineering & Design – Wind Turbine Project

17 Instructor DeCesare spoke of his student's excitement about alternative energy. They
18 want to be a part of the solution. One of their projects is centered on wind turbines.
19 Working with Central Vermont Solar and Wind of Rutland, students will evaluate and
20 provide a technical report on a site's feasibility. Students will also survey neighbors as
21 to surrounding impacts. Building Trade, Engineering and Forestry Programs will be
22 some of the students involved. The erected tower will use both solar and wind power;
23 the students will graph results over a period of time to be decided. Vermont Tech's site
24 will test for one year; DeCesare is thinking either one-month or a season for CDC's
25 tracking length. Lamb requested that DeCesare update the Board as to how the project
26 is progressing.

27
28 Consent Agenda

- 29 - Minutes of the May 19, 2008 RGB Meeting
30 - SWVRTSD Payroll Warrant # 103/ 1008 5/22/2008 in the amount of \$ 73,555.40
31 - SWVRTSD Payroll Warrant # 104/ 1010 6/05/2008 in the amount of \$ 69,706.70
32 - SWVRTSD Vendor Warrant # 1009 5/27/2008 in the amount of \$141,778.11
33 - SWVRTSD Vendor Warrant # 1011 6/16/2008 in the amount of \$ 58,943.44
34 - Contracts for Approval
35 ▪ Business Manager Assistant
36 ▪ SVRTSD Networking/ Systems Administrator
37 ▪ Outreach Coordinator
38

39 Lamb noted that the three contracts were individual, not teacher contracts. Lamb noted that
40 two things needed to be done with Board approval:

- 41 1) Section 9.10 – Health Insurance. When the contracts were negotiated, the thought
42 was that SVSU would be raising employee deductions to 17.5%. This did not
43 happen, SVSU stayed at 15%. A motion is needed to change this back to 15% for
44 the three contracts.

45
46 Johnson noted that these three contracts are independent and non-bargaining and can be
47 negotiated as the Board sees fit. Oyama noted that ESP contracts are at 12% and teachers
48 are at 15%.

1 **Corcoran moved and Goodhue seconded a motion to have SWVRTSD provide 85% of**
2 **the full cost of the health care policy. All were in favor**

3
4 2) Salary

5 Lamb noted that the salary increases for the three independent positions were based on a
6 3.5% COLA. Discussion followed as to the Consumer Price Index and ESP and Teacher
7 COLA increases, which were negotiated at a different time. Salaries will be negotiated
8 again next year for the Business Manager Assistant and Outreach Coordinator dependant
9 on next year's COLA.

10
11 **Alexander moved and Goodhue seconded a motion to accept the pay increases for**
12 **the Business Manager Assistant, SWVRTSD Networking Systems Administrator and**
13 **Outreach Coordinator. All were in favor except Kobelia who voted Nay.**

14
15 Johnson inquired about Termination Rights in a two-year contract. It was agreed that it
16 would have to be a serious incident to employ termination. Johnson noted that termination
17 is not dependant upon enrollment.

18
19 **Goodhue moved and Alexander seconded a motion to accept the Consent Agenda.**
20 **All were in favor.**

21
22 **Nominations for Service Positions and CTSO Advisors**

23 Service

- 24 - Policy Services – Bruce Lee Clark
- 25 - Technology Coordinator – Michael Lawler
- 26 - Transportation Services – Thomas Haskins

27 CTSO

- 28 - DECA – Lauri Wright
- 29 - FAA – David Dence
- 30 - FBLA – Nichole Forest

31
32 Discussion followed as to the positions being covered in the Teacher's Contracts. Kinney
33 inquired as to the FBLA Advisors request to for evaluation under Schedule C. It was noted
34 this would require opening the contract.

35
36 Harrington raised the issue of Criminal Record Checks. It was noted that all nominees are
37 teachers at the CDC. Background checks take ten weeks. Harrington stressed that people
38 should not be hired until the check is completed. Johnson noted that there is a difference
39 between background checks and Criminal Record checks.

40
41 **Goodhue moved and Alexander seconded a motion to accept the three Service and**
42 **three CTSO nominations. All were in favor.**

43
44 **Cosmetology Teacher .75FTE**

45 Johnson expressed his concern that the salary for the position is pending Grant approval.
46 He feels final approval for the position should be made when the amount is known, not now.
47 Oyama expressed that she checked with the SVSU office. Marie will return Thursday of this
48 week.

1 **Oyama would like to amend the Nomination form by striking the dollar amount and**
2 **adding the words contingent on verification from HR.**

3
4 **Harrington moved and Corcoran seconded a motion to hire the Cosmetology Teacher**
5 **at .75FTE. All were in favor except Kinney who voted Nay.**

6
7 **Student Representative Comments**

8 Weber reported that SkillsUSA will be going to Kansas City and FBLA will be going to
9 Atlanta. Thirty people from Vermont will be attending FBLA, with one person from CDC is
10 running for National Treasurer.

11
12 Weber commented on the variety of students that will be attending CDC next year with new
13 representation from Burr and Burton and from Twin Valley. Montgomery noted that Burr &
14 Burton would be sending eight students, Arlington seven, Grace Christian four, Hoosick
15 Falls two and Twin Valley one. Six adults will also be attending as tuition paying day
16 students.

17
18 The Business Management class conducted a survey about a culinary arts program. There
19 was strong interest at the high school. Weber suggested the Board look into it at some point
20 of time.

21
22 FBLA and Business Management conducted a recycling program over the past year. The
23 program made over \$100. The money was donated to FBLA.

24
25 The Game of Logging went well. Many CDC students won awards.

26
27 **Committee Reports**

28 **Policy**

29 Johnson reported that the committee will meet in August.

30
31 **Finance and Education** are set for now.

32
33 **403B – Federal Deferred Tax Program**

34 DeLucia reported that Central Office has plans to hire someone to administer this
35 program.

36
37 **Director Search Committee**

38 Goodhue reported the committee has conducted initial interviews of one hour each for
39 the top two candidates. On May 22, the committee decided to re-interview two of the
40 candidates Knapp was emailed May 23 regarding the re-interviews. Goodhue noted
41 that Knapp has been very helpful but at this point, he would like direction from the Board.

42
43 General discussion as to procedure, how to handle the two candidates, pay scale,
44 certification, residency requirements, options of opening the search up et al followed.
45 Also discussed was what the Board feels is the ideal number of candidates they would
46 like brought before them. Johnson noted that procedure calls for three to five
47 candidates. Consensus was three would be the ideal number.

48
49 **Harrington moved and Letourneau seconded a motion to reopen the search. All**

1 **were in favor.**

2

3 **Harrington moved and Letourneau seconded a motion to accept three candidates**
4 **from the Search Committee. All were in favor.**

5

6 Lamb noted Oyama is leaving. Lamb asked for a motion that the Assistant Director be
7 appointed Acting/ Interim Director until such time when the Board hires a new Director and
8 that he be paid the Director's salary.

9

10 Johnson noted there are three options:

11 1) Do Nothing.

12 2) Appoint Assistant Director Montgomery as Acting/ Interim Director.

13 3) Ask Oyama to stay until a new Director is secured.

14 In response, Oyama declined and Letourneau pointed out that by law, CDC must have a
15 Director.

16

17 Harrington inquired as to should the Acting Director being paid Director's wages. Corcoran
18 noted it would be on a sliding scale. Oyama recounted her experience as Interim Director
19 and requested that that experience not be repeated.

20

21 **Executive Session**

22 **At 7:50 Letourneau moved and Kinney seconded a motion to go into Executive**
23 **Session for Personnel. All were in favor**

24

25 **At 8:08 the Board exited Executive Session.**

26

27 **Corcoran moved and Letourneau seconded a motion to appoint Montgomery Acting**
28 **Director and pay him Director salary pending legal (HR) review. Hand count was**
29 **taken with seven voting for and four (Harrington, Kinney, Kobelia and Johnson)**
30 **voting against. The motion carried.**

31

32 It was noted that Montgomery's salary would be determined by using the salary grid.

33

34 **Superintendent's Report** Knapp was not present

35

36 **Chairman's Report** Lamb did not give a report

37

38 **Director's Report:**

39 Oyama reported that:

40

→ Building Trades built an 8 x 10 shed. rk Miles in Manchester has it and is selling it
41 for a fixed price. The money will be donated to Habitat for Humanity.

42

→ Since the last Board meeting the following field trips have occurred: Pre-Law went to
43 the Second Circuit Court of Appeals in NYC, Theatre Arts went to NYC, Law
44 Enforcement went to NY State Police Academy in Albany.

45

→ SkillsUSA received donations and had a very successful spaghetti fundraiser.

46

→ FBLA has been selling gourmet cookies every week to raise money for the National
47 Conference in June held in Atlanta. Ten students will be attending.

48

→ Forestry hosted the Game of Logging on May 30. It was well attended by other tech
49 centers. Billy Morris, of Arlington, received the Overall Winner Award.

1 → CDC had their Awards Ceremony June 3. Several hundred people attended,
2 including Board members Johnson and Lamb. Thirteen scholarships were awarded.
3 Ten students received the Perfect Attendance Award, seventeen students were
4 inducted into the National Technical Honor Society, twenty-seven received special
5 recognition, eleven students received tech excellence awards and four students
6 received dual enrollment college transcripts from CCV.

7
8 Oyama went on to highlight some of the changes and accomplishments at CDC over the
9 past seven years that she has been here:

- 10 → Standardizing all Program syllabi. This has become a model/ template for many
11 Vermont tech centers.
- 12 → All LATC classes were converted to state funded pre-tech programs.
- 13 → State funded CDC enrollment was 387 in 2002, with no pre tech courses at that time.
14 This year, funded enrollment was 511. Next year's projection is higher.
- 15 → Manufacturing and Engineering (Design & Fabrication) has developed Industry
16 Scenario Assessments.
- 17 → CDC developed dual enrollment opportunities for students with CCV. CCV
18 presented college transcripts to four students this year.
- 19 → CDC has developed eight Articulation Agreements with colleges in Vermont and
20 surrounding states.
- 21 → CDC has identified industry-recognized credentials for all of the programs.
- 22 → The program of studies was redesigned and is now arranged by career cluster.
- 23 → CDC has added online courses through Adult Ed and expanded the courses offered
24 in the afternoon and evening.
- 25 → The Learning Institute's industry participation has increased.
- 26 → CDC has two seats on the restructured Workforce Development Partnership, one as
27 a Director, the other on the Executive Board.
- 28 → Courses have been dropped and added over the years.
- 29 → The NEASC Evaluation Report was done last year. CDC has received a positive
30 report and is working on the recommendations. NEASC's next visit will be in March
31 of 2009. CDC should present a five-year plan for approval at that meeting.
- 32 → CDC remodeled the office for more efficiency and replaced the broken furniture.
- 33 → The Heritage Family Credit Union was successfully added to the Accounting
34 Program.
- 35 → Student organizations have been expanded from FAA and DECA.
- 36 → Job descriptions for all non-teaching positions have been developed.
- 37 → A Marketing Committee and Outreach Coordinator have been added boost
38 enrollment.

39
40 Lamb asked that the Student Representatives be acknowledged in the Awards Program in
41 the future.

42
43 Goodhue offered his thanks to Oyama for her years of service. Corcoran and Letourneau
44 also voiced their gratitude.

45
46 Harrington opened brief discussion as to the point of Board meetings being held out of town
47 with little public interest. Lamb noted that the topic has been discussed before with the
48 consensus being that the Board serves Bennington County it should go out into the county.

1 There is an issue, however, with television coverage that needs to be addressed.

2

3 Lamb extended his thanks to Donna and Wes Knapp for their service and received a round
4 of applause.

5

6 **At 8:27 the Board unanimously agreed to adjourn.**

7

8 **Attachments:**

9 RGB Meeting Minutes – May 19, 2008

10 Payroll Warrants #103, #1008, #104, #1010

11 Vendor Warrants #1009 & #1010

12 Revenue & Expenses

13 Contracts for Approval (3)

14 Service Position Nominations (4)

15 CTSO Advisor Nominations (3)

16 Perkins Report for Adult Education

17 Perkins Criteria

18 Program Competency Certificates

19 Perkins 5-Year Plan Report

20 Coop/ SkillsUSA PowerPoint