

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: April 20, 2009**

3 Assembly Room, Career Development Center

4
5 Members Present: Justin Corcoran; Claude DeLucia; Kevin Goodhue; Rickey Harrington;
6 Larry Johnson; Leon Johnson; Fran Kinney; Frank Lamb; Ed Letourneau; Jon Peaslee.

7
8 Members Absent: Gloria Alexander.

9
10 Staff and Others Present: Dr Frank Barone, Director; Anita Bellin, North Bennington
11 resident; George Carpenter, SVSU Interim Superintendent; Jim Gilbert, Building Trades (BT)
12 instructor; Greg Lewis, Business Manager; Bob Mazur, Adult Ed; Bob Montgomery,
13 Assistant Director; Ray Mullineaux, North Bennington resident; Nate Pacher, BT student;
14 Nick Prue, BT student; Sandra Redding, Office Manager; Steven Rogers, BT student.

15
16 Videotaping for CAT-TV: Mack Pratt

17
18 Recorder: Barb Schlesinger

19
20
21 At 6:30pm Lamb called the meeting to order and welcomed everyone.

22
23 **Public Comments**

24 Anita Bellin and Ray Mullineaux addressed the Board regarding their very positive
25 experience with the Building Trade instructor, Jim Gilbert and his students. Bellin explained
26 the history of the project, the dismantling of an old barn on her property, and commented
27 about what an amazing experience it was. Mullineaux noted most of the wood was saved
28 and being reused on other projects.

29
30 **Agenda Changes**

31 Lamb noted that the action item relating to Board travel was inadvertently omitted from the
32 Agenda. It will be addressed at May's meeting.

33
34 **Peaslee moved and Kinney seconded a motion to accept the Agenda. All were in
35 favor.**

36
37 **Consent Agenda**

- 38 - Minutes of the March 16, 2009 RGB Meeting
- 39 - SWVRTSD Payroll Warrant # 119 3/27/2009 in the amount of \$ 15,987.45
- 40 - SWVRTSD Payroll Warrant # 1037 3/27/2009 in the amount of \$ 66,421.59
- 41 - SWVRTSD Payroll Warrant # 120 4/20/2009 in the amount of \$ 17,229.52
- 42 - SWVRTSD Payroll Warrant # 1039 4/20/2009 in the amount of \$ 58,750.00
- 43
- 44 - SWVRTSD Vendor Warrant # 1038 3/27/2009 in the amount of \$ 61,686.13
- 45 Includes voided check #9566 from Warrant # 1028 (\$ 424.02)
- 46 - SWVRTSD Vendor Warrant # 1040 4/20/2009 in the amount of \$ 56,353.81
- 47 - Treasurer's Report
- 48 - Field Trip
- 49 -
 - Cosmetology Sunday thru Monday, April 26-27 NYC

1 Discussion:

2 DeLucia noted that the minutes from the March 9 Finance Committee meeting were not
3 included.

4
5 Leon Johnson asked why check # 9566 was voided (Vendor Warrant # 1038). Lewis
6 responded that the check had been lost and had to be reissued.

7
8 Kinney asked about check # 9908 (Vendor Warrant # 1040), to the Town of Manchester
9 for elections. Lewis explained that each town in the SWVRTSD bills for election
10 expenses.

11 Larry Johnson had four questions relating to the Warrants:

- 12 1. The breakup of the payroll warrants; did this indicate direct deposit and printed
13 checks? Lewis explained the system shows the net amount of printed checks,
14 and further itemizes deductions (and direct deposit payroll).
 - 15 2. Tickets to *The Philanthropist*? Lewis explained that this is an annual field trip for
16 Theater Arts.
 - 17 3. Who are Plumb Lumber and Gagnon Lumber? Lewis explained these are wood
18 chip vendors.
 - 19 4. Two computers were purchased in the past two months, is that normal? Were
20 they budgeted items? Lewis explained from time to time these purchases occur
21 and they are budgeted items.
- 22
23

24 **Kinney moved and Leon Johnson seconded a motion to accept the Consent Agenda.**
25 **All were in favor.**

26
27 At this point Bellin recognized Jim Gilbert and the three Building Trade students present.

28
29 **Policies for Adoption:**

30 Leon Johnson read the three (3) policies for Adoption. Johnson noted there were no
31 changes to the following three warned policies.

- 32
33 ♦ 5500C Student Privacy Rights

34
35 **Peaslee moved and Corcoran seconded a motion to Adopt Policy # 5500C. All were in**
36 **favor.**

- 37
38 ♦ 6220C Animal Dissection

39
40 **Corcoran moved and Peaslee seconded a motion to Adopt Policy # 6220C. All were in**
41 **favor.**

- 42
43 ♦ 7205C Board Member Conflict of Interest

44
45 **Peaslee moved and Corcoran seconded a motion to Adopt Policy # 7025C. All were in**
46 **favor.**

1 **Committee Reports:**

2 Lamb noted that the Board members have received their assignments.

3
4 Facilities

5 Peaslee had been appointed to be head of Facilities and has declined because of his
6 workload. Lamb asked Kinney to serve in place of Peaslee and Kinney agreed. Lamb
7 noted there is a need to address the issue of storage.

8
9 Strategic Planning

10 This group was built in Arlington last year to build a five-year plan for the CDC School
11 District. Membership will consist of Larry Johnson, DeLucia, Harrington and Alexander
12 along with Dr Barone, a Burr & Burton administrator, a teacher and a member at large
13 from the community.

14
15 Outreach

16 Corcoran will be sending out an email later in the week announcing the date and time of
17 their meeting.

18
19 Policy

20 Leon Johnson reported the committee has met to discuss telecommunications policy.
21 He commented that the new class should be going before the Education committee.

22
23 **Superintendent's Report:**

24 Carpenter reported:

- 25 → Beginning July 1, Catherine McClure would become the new SVSU superintendent.
- 26 → There was excellent attendance at the March 30 Board Training. Board goals were
27 discussed.
- 28 → Dr Barone, Director, will assume his position as Superintendent of the Southwest
29 Vermont Regional Technical School District on July 1.
- 30 → The need for another Task Force to work on the Superintendent contract.

31
32 **Chairman's Report:**

33 The following Action items were discussed and voted upon:

- 34 1. Hoosick Falls tuition: Request legislative action on Bennington/ Hoosick Falls Bill
35 The topic involves reactivating a sunsetted (2005) piece of legislation [16 VSA
36 §1552] that allowed Hoosick Falls students to attend CDC at local tuition plus
37 \$100 on a space-available basis.

38
39 Currently, New York will not pay tuition for classes outside of NY, mostly because
40 of its long border, thus it would be too costly. Hoosick Falls students do not now
41 have access to technical education; they are not part of BOCES. If these
42 students were to attend CDC, their tuition would be paid directly. This money
43 would be above and beyond budgeted tuition and would lower in-state tuition.
44 Expenses would not increase significantly because the HF students would be
45 attending on an 'available space' basis. This would be a 'win-win' situation for
46 both schools.

47
48 Brief discussion followed as to late enrollment by local students, tuition,
49 transportation and the historical background of the sunsetted legislation.

1 **Leon Johnson moved and Peaslee seconded a motion to direct Barone to send a**
2 **letter on behalf of the Board to the Bennington County legislatures requesting them**
3 **to pursue this legislation on a fast track. All were in favor.**
4

5 2. Directive re: Tuition reimbursement form NY State

6 This topic involves directing CDC's Director to work with the State of NY and
7 Hoosick Fall's Superintendent to see if a reimbursement procedure could be
8 created through the NY legislature. This would allow Hoosick Falls students to
9 pay the same as Vermont students and also allow Hoosick Falls to be
10 reimbursed by NY State.

11
12 Currently, Hoosick Falls students are geographically isolated form BOCES and
13 receive no technical education. Hopefully the NY legislature will put into law
14 something similar to Vermont's that allows to students to go to technical centers
15 out of their state. Barone has spoken with Governor Douglas about this and
16 Douglas told Barone that he would assist; Barone hopes that maybe Douglas can
17 talk and work with Governor Patterson to move this along.
18

19 **Leon Johnson moved and Harrington seconded a motion to direct Barone to proceed**
20 **with tuition reimbursement with NY and keep the Board informed of his progress. All**
21 **were in favor.**
22

23 3. Superintendent Oversight Committee

24 Lamb noted there is a need for a sub-group of the Board to form a committee to
25 work with Carpenter in developing evaluation criteria for the superintendent. The
26 Board will then evaluate Barone. Lamb would also like this sub-committee to
27 look at the two contracts (salary) for renewal this year; Dr Barone's and
28 Montgomery's

29
30 Larry Johnson, Ed Letourneau and Fran Kinney will serve on this sub-committee.
31 Carpenter noted the evaluation criteria should be done by the next Board
32 meeting in May.
33

34 **Consensus of the Board concurred that the sub-committee would meet with**
35 **Carpenter and present their evaluation criteria at the May Board meeting.**
36

37 **Director's Report:**

38 Barone first touched upon several items in his Director's Report of April 20, 2009:

- 39 Item # 1 Barone spoke of a workshop he attended dealing with recruitment and the
40 retention of students. He noted that CDC is a 'school of choice' and this
41 topic is very important.
42 Item # 3 Barone testified at a Senate Committee hearing on April 2, as
43 representative of the State's tech centers. Barone reminded the senators
44 that the state tech centers stand ready to retrain displaced,
45 underemployed and unemployed workers of the adult sector as part of the
46 Stimulus Package.
47 Item # 4 Barone attended the FBLA conference in Burlington on April 3. CDC has
48 three students serving as officers on the State FBLA Board and one on the
49 National. Barone asked the Board to relay to Ms Forest and the FBLA

1 students their compliments.

2
3 **Peaslee moved and Letourneau seconded a motion to have Dr Barone relay the**
4 **Board's compliments to Ms Forest and the FBLA students. All were in favor.**

5
6 Item # 6 Lamb addressed in his report

7
8 Item # 9 CDC students participated at the SkillsUSA conference in Burlington at the
9 Air Force National Guard Base. The students did a fantastic job. Many
10 will go on to compete at the Nationals this June in Kansas City. Barone
11 asked that he might relay the Board's compliments to the Advisor, Barb
12 Gorbaty and Kathy Slade.

13
14 **Peaslee moved and Harrington seconded a motion to have Dr Barone relay the**
15 **Board's compliments to Ms Gorbaty and Ms Slade. All were in favor.**

16
17 Item # 10 NEASC has reviewed the two-year plan and accepted it without revision.
18 They also gave commendations in five separate areas. Barone commend
19 Bob Montgomery and the rest of the team who worked on the two-year
20 report.

21
22 Item # 11 Repair and sale of the bus. One of the three 24 passenger diesel busses
23 is undergoing engine repairs, which will be warranted. When it is returned,
24 the intent is to sell the bus per state mandated guidelines and use the
25 proceeds to purchase a six-passenger van. Barone thanked Kinney for
26 his help with this process. Harrington also extended his thanks to Kinney.

27
28 There was brief discussion as to State laws applying to student
29 transportation and their recent changes.

30
31 **Peaslee moved and Leon Johnson seconded a motion to authorize the Director to sell**
32 **the bus and purchase the van. All were in favor.**

33
34 Item # 12 PowerPoint presentation regarding enrollment trends over the past five
35 years. Barone led the Board through his visual presentation, with
36 discussion in particular on slide(s) # 2 (Definitions), # 3-5 (Adult
37 Education), # 6 (Tuition), # 7 (concurrent and 2 section classes), and #10
38 (the rebuilding of an agriculture program). The majority of the slides
39 focused on individual long block and short block enrollments per class/
40 program. Generally, 16 of the 22 long-block programs are showing
41 upticks (or no change) in enrollment, as are 7 of the 10 the short blocks.
42 There is also a major uptick in FTEs. The end of the presentation focused
43 on declining student population and CDC's need to expand and find 'new
44 markets'. Barone noted that there is a major ongoing campaign to
45 increase enrollment and that he plans on updating this presentation
46 annually.

47
48 Barone also addressed a chart related to Spring 2009 day enrollment
49 (bodies) that details the sending sources, as requested by Larry Johnson

1 and Kinney. Barone and Mazur answered questions regarding adult
2 students, their effect on tuition and Adult Education. In essence, the only
3 adult students that effect day tuition are the ones without diplomas. Adult
4 student with diplomas tuition goes to the Adult Education program. This
5 tuition, in essence, all goes to the CDC. Lamb would like to know how
6 these monies can be shared.

7
8 Peaslee would like to have legislation that would allow the CDC to bill the
9 Towns in the district for base costs, even if they do not send students.
10 The Towns are allowed to vote on the budget; in essence they have
11 representation without taxation. Discussion followed as how this could be
12 done.

13
14 Leon Johnson questioned class enrollment. He would like further details
15 showing class enrollment compared to classroom capacity. He requests
16 this information to be graphed to see the opportunity for growth, ie in
17 respect to the maximum classroom size allowable. Barone will prepare
18 this information for the May meeting. Harrington noted that he on
19 occasion hears negative comments regarding class size. CDC, because it
20 is a technical school, has different maximum class sizes (because of
21 safety issues) than a non-technical school would have. DeLucia asked if
22 this information was available to the public. Barone will have the
23 information posted on the web site.

24
25 Leon Johnson also noted that the CATTV audience is not privy to the
26 Director's report, they are only exposed to the Items Barone highlights.
27 Barone will touch on each Item in the future for the benefit of the audience.

28
29 Further discussion as to program enrollment trends, especially downward
30 trending classes, followed. It was noted that enrollment is looked at over a
31 three-year period before a decision to drop is considered. Also considered
32 is an overall increase of students rather than a just change in the program
33 for the already attending students.

34
35 Kinney asked about the composition of Adult Ed instructors; ie do the day
36 teachers also teach the evening classes? Mazur responded that there is
37 some overlap.

38
39 Letourneau suggested that if the discussions regarding Hoosick Falls
40 become bogged down, research into forming an interstate school district
41 with Hoosick Falls be looked into.

42
43 **Other:**

44 Lamb reiterated the need for all public CDC information to reach the entire county. He also
45 suggested again to Barone that at least some of his report be given to the paper for print.

46
47 Lamb asked Barone to answer publicly the questions Peaslee asked last month. Barone
48 spoke with John MacDonald today about the following two questions:

- 49 1) What if next year the number of students needing special education services

1 increases over this year?
2

3 Barone's response: If the number of students requiring special education services next
4 year increases to the extent that additional services cannot be provided by existing
5 staff, then additional staff would have to be hired.
6

7 As per contract, MacDonald will be placed on a preferred hiring list and would be
8 offered the first right of refusal before the position would be posted.
9

10 2) What administrative duties that MacDonald currently performs will be taken over
11 by the administration?
12

13 Barone's response: The loss of a part-time dean will result in additional burden relative
14 to supervision in common areas and response to behavioral issues. This burden will be
15 shared by the Director and the Assistant Director (Barone and Montgomery). Both of us
16 have extensive training and experience in the area of student management.
17 Furthermore, as a result of this reduction in force, no administrative responsibility will be
18 placed in the hands of an individual who lacks administrative certification.
19

20 **Executive Session:**
21

22 **At 7:52 Leon Johnson moved and Corcoran seconded a motion to go into Executive**
23 **Session to discuss personnel and contract. All were in favor.**
24

25 **At 8:08 DeLucia moved and Kinney seconded a motion to come out of Executive**
26 **Session. All were in favor.**
27

28 **Peaslee moved and Leon Johnson seconded a motion to eliminate the position of**
29 **teacher/ Dean based on the lack of funding and to direct the Director/ Superintendent**
30 **to formally notify the affected staff member of this decision. All were in favor.**
31

32 **Adjourn:**
33

34 **At 8:10 Corcoran moved and Harrington seconded a motion to adjourn. All were in**
35 **favor.**
36

37 **Attachments:**

38 RGB Meeting Minutes – Match 16, 2009

39 Payroll Warrants #119 & #1037, #120 & #1039

40 Vendor Warrants #1038

41 Treasurer's Report & Revenue and Expenses Reports

42 Field Trips (1)

43 Policies for Adoption;

44 # 5500C Student Privacy Rights

45 # 6220C Animal Dissection

46 # 7205C Board Conflict of Interest

47 Director's PowerPoint Presentation, Chart re Spring Enrollment, Monthly Report

48 FBLA Awards list