

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: February 21, 2012**

3 Assembly Room, Career Development Center
4

5 Members Present: Gloria Alexander; Jim Boutin; Kevin Goodhue; Rickey Harrington; Larry
6 Johnson; Fran Kinney; Frank Lamb; Rick Pembroke.
7

8 Members Absent: Justin Corcoran; Leon Johnson; Jon Peaslee.
9

10 Staff and Others Present: Debbie Carey; James Culkeen; Barb Gorbaty; Wendy Klein;
11 Bruce Lee-Clark; Ed Letourneau; Greg Lewis; Bob Montgomery, citizen; Dawson Raspuzzi,
12 Banner; Sandra Redding; Kathy Slade; Stacey Stubb; Bill Swisher; Addie VanDeurzen;
13 others.
14

15 Videotaping: CAT-TV
16

17 Recorder: Barb Schlesinger
18

19 **Call to Order/ Welcome**

20 Boutin called the meeting to order at 6:01, welcomed the audience and viewers (including
21 his grandchildren this evening) and noted a quorum was present.
22

23 **Public Comments** There were none
24

25 **Statement**

26 Boutin read the requested letter from the board to Bob Mazur in response to his notification
27 of retirement. The letter noted Bob's twenty years of service, the quality attained in the adult
28 education program under his leadership and noted Bob will be missed.
29

30 Boutin also thanked Schlesinger for the minutes of the recent meetings, stating they have
31 been difficult meetings to cover.
32

33 **Committee Reports** There were none
34

35 **Consent Agenda**
36

37 **Kinney moved and Goodhue seconded a motion to approve Packet 1 (Minutes) of the**
38 **Consent Agenda.**
39

40 **Packet 1 Minutes**

- 41 - Minutes of the January 17, 2012 RGB Special Meeting
- 42
- 43 - Minutes of the January 30, 2012 RGB Special Meeting
- 44
- 45 - Minutes of the February 6, 2012 RGB Special Meeting
- 46
- 47 - Minutes of the January 17, 2012 Joint Education/ Facilities Committee Meeting
- 48
- 49 - Minutes of the January 24, 2012 Strategic Planning Committee Meeting

1 Boutin called for discussion. There was none.

2
3 **Packet 2 Warrants**

4
5 **Kinney moved and Goodhue seconded a motion to approve the Warrants (Packet 2)**
6 **of the Consent Agenda.**

- 7
- 8 - SWVRTSD Payroll Warrant # 15 1/30/2012 in the amount of \$ 8,008.39
- 9 - SWVRTSD Payroll Warrant # 1027 1/30/2012 in the amount of \$ 71,420.45
- 10
- 11 - SWVRTSD Payroll Warrant # 16 2/21/2012 in the amount of \$ 16,085.73
- 12 - SWVRTSD Payroll Warrant # 1028 2/21/2012 in the amount of \$ 67,665.83
- 13
- 14 - SWVRTSD Payroll Warrant # 17 2/21/2012 in the amount of \$ 9,528.90
- 15 - SWVRTSD Payroll Warrant # 1030 2/21/2012 in the amount of \$ 70,680.92
- 16
- 17 - SWVRTSD Vendor Warrant # 1029 1/30/2012 in the amount of \$ 78,070.58
- 18
- 19 - SWVRTSD Vendor Warrant # 1031 2/21/2012 in the amount of \$ 93,408.71
- 20
- 21 - Treasurer Report/ Expense & Revenue January 2012
- 22 - Cash Flow & Account Balance as of 1/31/2012
- 23

24 There was no discussion.

25
26 **One hand vote was taken for both the Minutes (Packet 1) and the Warrants (Packet 2).**
27 **All in attendance were in favor excepting Lamb, who voted nay and Pembroke, who**
28 **abstained.**

29
30 **Action Items**

- 31 ▪ **Field Trips**
- 32 DECA 3/7 → 3/9 Burlington VT 10 Students
- 33

34 **Harrington moved and Alexander seconded a motion to approve the DECA field trip.**

35
36 There was no discussion.

- 37
- 38 Cosmetology 4/23 → 4/24 NYC 7 Students
- 39

40 There was no discussion.

41
42 **Harrington moved and Goodhue seconded a motion to approve the Cosmetology field**
43 **trip.**

44
45 **One hand vote was taken jointly for the two field trips, with all in attendance voting in**
46 **favor. Boutin announced the vote was unanimous.**

1 ▪ **Update/ Presentation on Distance Learning – Bruce Lee Clark**

2 Lee-Clark noted that Superintendent Culkeen had asked for an update. Lee-Clark is
3 currently teaching a class through VTVLC. Bruce was set up to provide the Board with an
4 on-line walk through, however was unable to for technical reasons. He reported:

- 5 - They use moodle, an open source software; CCV and SVC also use this
6 - The learning curve was steep
7 - It is very different running a class on-line; there is no immediate feedback
8 - He is earning graduate credit from Marlboro College for his involvement
9 - His course has three students this semester; not bad for the starting process
10 - The students are from small schools in Vermont
11 - These students are also all new to the VTVLC program
12 - The class is not 'live'; it is more like a 'go-to' meeting
13 - He can access the class from anywhere
14 - The course is for sixteen weeks, with a new module every week. The students log in
15 daily and submit their work at the end of the week
16 - The students have 'office hours' to contact Lee-Clark; he also uses WebEx to meet
17 with the students monthly. He would like to have more interaction with the students
18 - He would like to see a video course as a 'how to' use the software and also have live
19 chat

20
21 Boutin thanked Bruce for his initiative to launch the program, voiced that more teachers will
22 offer this, and noted it allows schools to share resources. Lee-Clark will offer the course
23 again in the fall (in addition to his CDC classes); by doing this CDC students can take
24 advantage of VTVLC classes too. These courses allow flexibility (in scheduling).
25

26 There were questions from the Board for Lee-Clark:

- 27 - Is this class considered a long or short block? It is non-relatable; there are no
28 students taking this course at the CDC. If the class was available, it would be long
29 block.
30 - The class needs to be expandable, incorporating students here as well as on-line.
31 We need to get on the bandwagon. Culkeen responded no money is to be made by
32 these offerings yet. What is gained is the ability to have CDC students to take
33 classes for free. They offer a viable alternative for students with scheduling issues.
34 Sending schools can 'buy in' and send their students to CDC to get courses (based
35 on the assumption that the course is accepted by the State as a credit course).
36

37 **Calendar**

38 Boutin reported the SVSU school calendar has been approved and is out; the calendar will
39 be posted on the SVCDC website.
40

41 Boutin suggested that because of the RGB's meeting falling in the week of April vacation
42 that the April meeting date be changed.
43

44 **Goodhue moved and Harrington seconded a motion to change the date of the April**
45 **RGB meeting to April 9. All in attendance were in favor.**
46

47 ▪ **Discussion of MGT/ Dr Schiller & Associates Study**

48 Boutin pulled this from the Action Items.
49

Chairman's Report

1 Boutin reported he has been in contact with the School Board Association (SBA) in regards
2 to setting up timetables to evaluate the plan. The evaluation could take up to a year to get
3 through the process. The School Board recommends the RGB participate in a retreat/
4 training session; they also will provide a facilitator at no cost. Boutin would like to start next
5 month with a training session which will give us a process for evaluation.
6

7
8 Goodhue asked for clarification as to what 'plan'. Boutin replied the Strategic plan or Dr
9 Schiller's report. Alexander noted that NEASC should be included as well.

10
11 Lamb noted it was nice to do training, but we need to think about this. Lamb noted that
12 Boutin made a statement to the Rutland Herald at the February 6 Special Meeting saying
13 Schiller's Report would go to the Strategic Planning Committee. Has that idea been
14 dumped? Boutin expressed that the entire board would also have to take action on
15 Schiller's report.

16
17 Lamb also commented the Schiller report was not a generic one – it was very specific;
18 asking CDC to have SVSU take over functions. The topic of conflict of interest (ie CDC
19 board members who sit on the SVSU board or employed by SVSU) also arose. Boutin
20 responded that these issues would be addressed at the 'table'. Lamb cautioned that the
21 board needs to move slowly; there is no great push to do. SVSU had a similar study done
22 several years ago and they are still working on processing it.

23
24 Pembroke said he would be the first to recues himself when we approach that conflict. He
25 also noted the SVSU study was not exactly the same and noted the Superintendent chose
26 to 'pick the low hanging fruit' first; the more complicated ones take time.

27
28 There was again discussion as to why CDC had Schiller's report done. There was an
29 assumption that the Commissioner would not allow us to hire a superintendent until we did
30 it. Back and forth concerning the wording of the Commissioner's letter followed along with
31 mentions of the upcoming March NEASC five-year Focus visit, stakeholder involvement in
32 review, the VSBA reviewing Schiller's report, and Harrington noting we could have spent the
33 \$30 k elsewhere, but we need to move ahead one way or the other. 'We paid for it; now we
34 need to look it over and do something with it'.
35

36 Boutin said he will get some March dates from the SBA and will move forward with the
37 training session.
38

Superintendent/ Director Report

39 Culkeen reported:

- 40 - That Lisa Elliot form NEASC toured CDC last Friday. NEASC will be reviewing
- 41 CDC's progress on the recommendations made by NEASC five years ago.
- 42 - On March 1, from 6 to 8 pm, there will be an Open House at the CDC. MAU will also
- 43 be hosting one that evening.
- 44 - The evening custodian retired. Gay Bates is his replacement.
- 45 - Brochures were distributed for the Mosaic program. Originally, Cosmetology was the
- 46 only program involved, this semester, five more programs are involved. There are
- 47 now twenty-five middle school students taking advantage of the Mosaic program.
- 48 - There was a teacher in-service day February 10th. Culkeen used this time to tour the
- 49

1 Brattleboro tech center, concentrating on the culinary and agricultural facilities. He
 2 was very impressed with agriculture program and will continue moving forward with
 3 planning to reinstate CDC's. Culkeen found Brattleboro to be better in comparison to
 4 the Montpelier tech center.

- 5 - Bruce Gabrus (Manufacturing/ Design) has returned from medical leave.
- 6 - Updating the cosmetology instructor replacement: the process had been slower than
 7 anticipated. Multiple interviews have been conducted, three candidates were called
 8 back and two have had full day interviews in the classroom. A decision will be made
 9 by this coming Thursday (2/23/2012).

10

11 Other

- 12 • Annual Report. The annual report can be picked up at the CDC and is also
 13 available on-line at www.svcdc.org
- 14 • Attention was called to the Human Resources newsletter (handout). Boutin
 15 commented the newsletter provides a good outline of the program and its
 16 activities.
- 17 • Pembroke inquired of Lewis if there were any Glastonbury students currently
 18 enrolled in CDC. Lewis responded no; Tom Gallagher's son was the last.
 19 There was brief discussion as to how the CDC would bill if there was a student
 20 from Glastonbury, with the response being that Harrington would be billed and
 21 he would then submit the bill upstate.
- 22 • Goodhue inquired if Barb Houle has ever received a response to the questions
 23 she addressed to the board. Boutin responded that she has.
- 24 • The instructors present, on behalf of the CDC instructors, presented the board
 25 with a letter/ response to the RES (Dr Schiller report). Boutin said there would
 26 be an official response at a later date. Kinney noted the letter was unsigned
 27 and then quoted absent member Jon Peaslee by saying 'If it is not signed,
 28 throw it out'.

29

30 Executive Session

31

32 **At 7:07pm, Harrington moved and Goodhue seconded a motion to enter Executive**
 33 **Session to discuss personnel. All in attendance voted in favor.**

34

35 **At 8:15pm, Kinney moved and Lamb seconded a motion to exit Executive Session.**
 36 **All in attendance voted in favor.**

37

38 **No action was taken.**

39

40 Adjournment

41

42 **At 8:16pm Pembroke moved and Lamb seconded a motion to adjourn. All in**
 43 **attendance were in favor.**

44

45 Respectively submitted,

46

47 Barb Schlesinger

48 February 27, 2012

49

1 **Attachments:**

2 Packet 1

- 3 - Minutes of the RGB Special Meeting January 17, 2012
- 4 - Minutes of the RGB Special Meeting January 30, 2012
- 5 - Minutes of the RGB Special Meeting February 6, 2012
- 6 - Minutes of the Joint Education/ Facilities Meeting January 17, 2012
- 7 - Minutes of the Strategic Planning Committee Meeting January 24, 2012

8

9 Packet 2

- 10 - Payroll Warrants #15 and #1027
- 11 - Payroll Warrants #16 and #1028
- 12 - Payroll Warrants #17 and #1030
- 13
- 14 - Vendor Warrant # 1029
- 15 - Vendor Warrant # 1031
- 16 - Treasurer Report – Statement of Cash Flow January 2012
- 17 - Expenses & Revenue January 2012

18

19 Action Items

- 20 - Field Trip Requests – DECA & Cosmetology

21

22 FYI

- 23 - Human Services Newsletter – Winter 2012

24

25 Meeting Additions/ Handouts

- 26 - Annual Report FY 2011/ Budget Request FY 2012
- 27 - *Planning: A Joint Adventure*
- 28 - Southwest Vermont Supervisory Union Calendar – Draft 2012-2013
- 29 - Mosaic/ CDC Class listing and signup form
- 30 - Letter to the RGB dated February 13, 2012 (from the CDC Instructors)