

**Southwest Vermont Regional Technical School District (SVRTSD)**  
**Regional Governing Board Meeting Minutes: February 21, 2005**  
Assembly Room, Career Development Center

Members Present: Lance Matteson, Chair; Bob Burgess; Leon Johnson; Frank Lamb; Ed Letourneau; Rick Pembroke; Sean-Marie Oller.

Staff and Others Present: David Barker, Asst. Director; Bruce Lee-Clark, CDC Teacher; Greg Lewis, Business Manager; Donna Oyama, Director; Stephannie Peters, CDC Teacher.

Recorder: Richard Bump.

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Matteson called the meeting to order at 6:02pm.

1. Public Comments: Lee-Clark distributed and then briefly reviewed material contained in a memo from Charles Johnson to board members regarding discussion points at the next meeting of the *Community of Caring at the CDC* scheduled for 3/2/05, 3:30pm in the CDC Assembly Room. The focus of that meeting will center on the issue of the CDC as a 'learning organization'. Lee-Clark also distributed copies of an article appearing in the Rutland Herald, which profiles Johnson, and the work he is doing within the Vermont Department of Education. Lee-Clark indicated that 25-30 people attended the January meeting of this group, and that all faculty as well as board and community members are welcome to attend.
2. Board Goals and Membership Changes: Given that there will be several new members coming onto the Board in March, Matteson recommended that discussion of board goals should be postponed until that meeting. Outgoing board member Oller noted that she hoped the newly reorganized board will look closely at the courses offered by the CDC and the ways in which those programs match the needs of the community. Oller also noted that if she were successful in being re-elected to her MAU seat, she would be more than willing to continue as a member of the CDC Education Committee. Matteson thanked Oller for her offer, noting that her participation with the Education committee would provide a 'great continuity' between the MAU and CDC Education Committees. Matteson also noted that in addition to Oller, both Janet Thompson and Dixie Zens have chosen not to run for re-election. Ed Letourneau, whose one-year term expires in March, is running for a three-year seat, along with community members Claude deLucia, Jon Peaslee and Kevin Goodhue. Matteson thanked Oller, Thompson and Zens for supporting the board and the CDC with their insights and ideas specific to their areas of expertise.
3. Consent Agenda: Oller moved and Johnson seconded a motion to approve the Consent Agenda. After noting that the Minutes of January 17, 2005 should be removed from the Consent Agenda (some members did not receive the e-mailed version of those Minutes), members and staff engaged in a brief discussion about the SkillsUSA field trip, noting that
  - three of the five chaperones will need to have substitute teachers take their place for the two days the event is held in Burlington
  - there are 34 students planning on attending the event and each will contribute \$100 to the cost of the event
  - the \$645 'total program cost' does not include the cost of the substitutes (and Matteson recommended that the Finance Committee should discuss the method by which such costs could be included in the overall cost of field trips)the motion passed 4 in favor, Pembroke, Letourneau and Burgess abstained. The Consent Agenda, as amended, included
  - the Minutes of January 25, 2005
  - CDC Payroll Warrants #44 and #45 in the amount \$64,968.19
  - CDC Vendor Warrant #46 in the amount \$58,640.35

- CDC Payroll Warrant #47 in the amount \$61,928.33
- CDC Vendor Warrant #50 in the amount \$15,074.08
- FY2005 Plan for Equipment Purchase application to the Vermont Department Education
- the SkillsUSA Spring Leadership Conference and Competitions Field Trip request 3/15-17/05 to Burlington and Essex Junction VT.

Later in the meeting, Oyama agreed to provide board members with a list of events scheduled for the SkillsUSA conference.

4. Adoption of Policies: Oller moved and Johnson seconded a motion to adopt

- *Policy #1100C – Fixed Asset Policy*
- *Policy #3060C – Professional Development*
- *Policy #3100C – Transportation*
- *Policy #3105C – Residency Requirements for Student Enrollment*
- *Policy #3110C – Student Activity Accounts*
- *Policy #3200C – Emergency Closings*
- *Policy #4035C – Conflicts of Interest in Hiring*
- *Policy #4080C – Background and Criminal Records Check*
- *Policy #4261C – Substitute Teachers.*

After noting that the policies are pretty much self-explanatory, are available on-line at the CDC website (as are Meeting Minutes), and in most instances replace identical SVSU policies, the motion passed unanimously.

5. Warning of Policies: Pembroke moved and Oller seconded a motion to warn

- *Policy #4328C – Military Leave*
- *Policy #4400C – Safety and Security of Employees*
- *Policy #5005C – Child Abuse and Neglect.*

The motion passed unanimously and without discussion.

6. Director's report: Oyama reported that 8<sup>th</sup> grade students from Readsboro (11), Dorset (21) and Manchester (30) visited the CDC the week of 2/14/05 during which those students watched a video, toured the building program by program, and visited program displays in the atrium. Students were provided a lunch before returning to their home schools. Oyama also reported that 9<sup>th</sup> grade students from Arlington and Burr and Burton are scheduled to tour the CDC soon. In other business, Oyama reported that

- 13,000 copies of the Annual Report (a copy of which was included in the Agenda packet) were printed and sent out
- another brochure summarizing the FY06 budget was also printed and sent out
- board members and CDC administrators already have their assignments and meeting dates for the up-coming school and town annual meetings for each of the SWVRTSD communities. Members and representatives are expected to provide at each meeting a brief history of the CDC, an overview of the CDC budget, and be prepared to answer questions regarding information contained in the Annual Report. Oyama also noted that each person will have a packet of materials including photographs of CDC students engaged in educational experiences, a Career Plan Study Guide brochure, a fact sheet about the CDC, a budget summary, and a listing of CDC programs (all this material was also included in the Agenda Packet). All representatives attending these meetings will also have a copy of the Annual Report and the Program of Studies.
- several weeks ago the Vermont DoE completed a 2-day Civil Rights monitoring investigation at the CDC reviewing equity issues both in policy and practice (admissions, program enrollment ratios, materials, policies, staff and teachers, etc) and, at the conclusion of that investigation, raised no questions and submitted no complaints
- a similar investigation for handicap accessibility will be completed in the near future

- the CDC Annual Meeting is scheduled for 5:00pm 2/28/05 in the Assembly Room
  - 6 CDC students attended the SkillsUSA national conference in Kansas City, MO last year, one of whom placed 4<sup>th</sup> out of 41 finalists in his specific field
  - the Annual Report is for the 04-05 school year and the budget included in that report is for the 05-06 school year
  - there are now 20 programs offered by the CDC (two former programs have been consolidated into existing programs).
7. Superintendent's Report: None presented.
8. Education Committee: Oller reported that this committee met 2/15/05 with Pam Upright, the person proposing to run the resuscitated day-care center at the CDC, as well as with Peters and a member of the Human Services Advisory Committee. During that meeting, members discussed with Upright her responses to several questions raised at previous meetings concerning certain logistics and policies (insurance, admissions, schedules, etc) regarding the revived day care program. Referring members and staff to a document in the Agenda packet describing the history of day-care activities on-site at the CDC, Oller noted that the on-site lab was given a 'leave of absence' several years ago (due to the retirement of CDC faculty who were running the center as well as the series of bomb scares frequent at the time which called into question the safety of small children). Since then, current faculty have recognized the difficulties confronting human services students because there is no on-site lab available for them in which to work. Oller also noted that Upright would be on-hand at the March meeting to further describe the day-care program as well as to answer questions and respond to comments. Oyama noted that Peters, the Human Services Advisory Committee and she have reviewed the proposal in detail and over an extended period of time. In subsequent discussion, members and staff noted that
- board members will receive a list of members in each of the Advisory Committees
  - there will be over 150 people present for the Employee Appreciation Breakfast, many of whom are advisory committee members.
9. Finance Committee: Matteson noted that this committee is still working on the CDC/MAU lease, which is now being reviewed jointly by attorneys for each institution. Matteson suggested that there are no substantive issues remaining to be resolved. Oyama also noted that legal review is currently underway concerning MAU tuition fees assessed to students outside the SVSU district but inside the SWVRTSD, and also reported that Readsboro, Stamford and a few other schools are considering Fall 05 CDC/MAU enrollment.
10. Policy Committee: Johnson reported that the CDC Policy Committee did not meet this month, and that the SVSU Policy Committee is currently developing a community relations policy. In response to a question about the Child Abuse and Neglect policy warned in item 5 above, paraprofessionals, although not specifically listed as 'mandated reporters' (item B, page 2), still need to comply with all facets of this policy as they are a 'school district employee' (page 1, bullets 1 and 2).
11. Marketing/Outreach Committee: Lamb reported that the Outreach Committee, during its 2/1/0/05 meeting, reviewed most of the materials presented for review during this meeting (brochures, flyers, annual report, career plan guide, etc). Lamb also reported that Oyama discussed the 8<sup>th</sup> and 9<sup>th</sup> grade visits, as well as the mailings to parents about the CDC programs and budgets. Matteson commended Lamb, Barker and Oyama for all the good work being done by this committee.
12. Teacher Negotiations: Discussion of this issue will take place in Executive Session.
13. Other:
- a. *Perkins Grant*: Matteson reported that the budget proposed by President Bush eliminates all funding for the Perkins program, and that this means the \$189,000

received by the CDC this year is in real jeopardy next year. Currently this grant funds a variety of activities and equipment purchases, and also underwrites 50% of the cost of the Adult Education Coordinator and the Assistant Director positions. In subsequent discussion, members and staff noted that the FY06 budget was constructed in good faith that the Perkins grant would be available next year, and Oyama noted that Perkins funding is, in fact, in place for the next school year: elimination of the Perkins Grant from next year's federal budget would mean elimination of that funding locally in school year 06-07. Members noted that the Finance Committee needs to carefully consider this potential loss of revenue.

- b. *Changes in Technical Education Funding in Vermont:* Matteson reported that Act 130 requires elementary districts to send their technical education funding through the districts' high schools and that the high schools would then pass that money to the technical schools. Local education administrators are working with local legislators to allow the local elementary districts to send technical education funding directly to the technical school. Matteson also suggested that legislation should be developed which would fund technical education at the state level, with funds sent directly to the local technical schools and regardless the ratio of the local technical center population to the local sending school's students. By doing this, the current financial disincentive imposed on the high school would be eliminated. Matteson also reported that the Bennington legislators are very interested in this issue.
- c. *Annual Meeting:* Matteson urged all members and staff to encourage all residents of the SWVRTSD to attend the 2/28/05 Floor Meeting and to vote in support of the SWVRTSD budget on 3/1/05.

12. FYI: Items included in the Agenda packet but not discussed during the meeting included
- the Minutes from the RGB Finance Committee Meeting – January 13, 2005
  - the General ledger Revenue and Expenditure Reports, dated 2/1/05
  - the Treasurer's *Statement of Cash Flow* Report for 1/1/05 – 1/31/05, dated 2/2/5.

In recognition of Oller's term of duty with the board, Oyama presented Oller with a CDC sweatshirt and members and staff gave Oller an enthusiastic round of applause.

At 7:15pm, Johnson moved and Oller seconded motion to move to Executive Session for personnel and contract negotiations, and the motion passed unanimously.