

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: May 16, 2005**

3 Assembly Room, Career Development Center
4

5 Members Present: Lance Matteson, Chair; Jean Bacon; Claude DeLucia; Brian Doxsee; Kevin
6 Goodhue; Leon Johnson; Frank Lamb; Ed Letourneau; Jon Peaslee; Rick Pembroke.

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8 Staff and Others Present: David Barker, Asst. Director (left 6:55pm); Wendy Klein, Co-op
9 Coordinator; Wes Knapp, SVSU Superintendent; Greg Lewis, Business Manager; Donna Oyama,
10 Director; Bill Swisher, Guidance Coordinator.

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12 Cablecasting Live for CAT-TV: Matt Garland; Jared Haskins.

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14 Recorder: Richard Bump
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17 Board members met informally 5:15pm-6:00pm to discuss board goals. Matteson called the
18 meeting to order at 6:00pm and asked board members to introduce themselves to the viewing
19 public.

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21 1. Public Comments: None presented.
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23 At 6:05pm, Pembroke moved and DeLucia seconded a motion to move to Executive Session to
24 discuss personnel and contract negotiations, and the motion passed unanimously. At 6:55pm,
25 Pembroke moved and Johnson seconded a motion to return to Open Session and the motion
26 passed unanimously.
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28 Lamb moved and Peaslee seconded a motion that the board approve the recommendation of the
29 Superintendent for immediate paid administrative leave for the outgoing Assistant Director, and
30 the motion passed 7 in favor, Pembroke opposed, Johnson abstained.
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32 2. Discussion of Board Goals:

- 33 a. *Promotion/Marketing/Outreach Goal*: DeLucia reported that the promotion group
34 continues to make progress on tasks and activities previously established.
35 b. *Leadership Goal*: Lamb reported that the Leadership group is "moving forward."
36 c. *Alignment with Community Needs*: Bacon reported that the Community Needs group
37 has two tasks for the summer, the first of which is the development of an Economic
38 Development Priority Sector which will include a listing of programs responsive to each
39 sector, and the workforce development needs of each sector, etc, and the second is to
40 work with the School to Workforce Partnership and the Adult Workforce Counsel to
41 develop a more in-depth analysis of the needs of the local manufacturing sector.
42

43 3. Consent Agenda: Pembroke moved and Peaslee seconded a motion to approve the
44 Consent Agenda. After members noted that field trips that are out-of-state or overnight (or
45 both) customarily require board approval, the motion passed, 7 in favor, Doxsee and
46 Pembroke abstained. The Consent Agenda, as approved, included

- 47 - the Minutes of April 18, 2005
48 - Payroll Warrants #60-61 in the amount \$69,417.68
49 - Payroll Warrants #63-64 in the amount \$66,630.20
50 - Vendor Warrant #65 in the amount \$45,852.50
51 - Vendor Warrant #66 in the amount \$45,737.44
52 - the SkillsUSA field trip request to Kansas City MO 6/20/05-6/25/05.

53 After Oyama distributed a 5/13/05 memo from Dan Kane to Matteson announcing Kane's
54 resignation, Pembroke moved and Goodhue seconded a motion to accept the retirement of
55 Dan Kane, and that the Director should send him a letter of appreciation for his 33 years
56 working with the CDC and MAU schools. The motion passed 8 in favor, Letourneau

1 abstained.

2

3 4. Guidance Presentation: Swisher explained to the board the various responsibilities of the
4 Guidance Coordinator position at the CDC, noting that he acts as

- 5 - *Admissions Director*, processing 500-600 applications per year (interviewing,
6 cataloguing, coordinating with sending districts, etc)
- 7 - *Recruiter*, who meets, frequently one-on-one, with students and guidance
8 counselors in the sending schools
- 9 - *Tour Director*, working with faculty and administration to provide tours for large
10 and small groups (and sometimes for individuals or families) of 8th-11th grade
11 students in the service area
- 12 - *Counselor Coordinator*, for 25 counselors, case managers and program
13 coordinators in the overall service area on such issues as admissions, attendance,
14 grades, credits, conflicts and discipline
- 15 - *Student Scheduling Liaison*, working with CDC and MAU faculty and
16 administration manually scheduling students into the most compatible and
17 optimum arrangements
- 18 - *Student Data Manager*, for student records (attendance, demographics, grades,
19 credits), as well as for Department of Education reports, awards eligibility, and
20 various surveys
- 21 - *Complaint Department*, for students, parents, counselors and administrators
22 regarding attendance, credits, report cards, and other conflicts and
23 misunderstandings
- 24 - *Special Project Coordinator*, for events such as the Women Can Do Conference,
25 Sophomore Career Summit, etc
- 26 - *Coordinator for College and Tech School Recruitment*, which includes recruiter
27 visits, student interviews, etc
- 28 - *Public Relations*, working with faculty and staff on the Program of Studies,
29 participating in radio talk shows, creating TV ads, setting up and managing the
30 CDC bulletin boards and display boards
- 31 - *Committee Member*, on an array of committees including planning, assessment,
32 attendance, awards, discipline, etc.

33 In subsequent discussion, members and staff noted that

- 34 - Hoosick Falls students are now paying full tuition
- 35 - the MAU/CDC scheduling committee is now addressing student schedules
36 individually (rather than as scheduled by computer), and the CDC schedule
37 essentially drives the MAU schedule (CDC has only one section of a course,
38 typically, whereas MAU may have several)
- 39 - CDC teachers enter MAU student grades through Winschool software; grades for
40 non-MAU students are sent hard-copy to the local school
- 41 - attendance is taken and recorded daily for all four blocks (as opposed to MAU
42 which records attendance only once per day)
- 43 - students and parents are warned about the potential loss of credit due to
44 accumulated absences.

45

46 5. Co-op Presentation: Klein distributed and then reviewed material included in her power-point
47 presentation which was an overview of the Co-op Program at the CDC. Klein also noted that
48 members attending the Employers Breakfast heard first-hand from many students about
49 their co-op experience. Klein then noted that

- 50 - there are 22 positions in co-op seminar, of which 5 are paid positions
- 51 - 16 companies participate in the co-op seminar program
- 52 - students generally go to their co-op placement every day during the school day,
53 although there are some placements that engage students after school
- 54 - students in the co-op seminar spend the first four weeks in class discussing
55 employability skills, completing vocational assessments, conducting career-
56 research, establishing goals, creating a resume and job search letters,

- 1 participating in job interviews, safety training and college planning.
- 2 - there are 58 students engaged in program-time placements in 26 different
- 3 companies, agencies, or organizations (most of these placements are for students
- 4 in the Human Services and Medical Professions programs)
- 5 - students in the Medical Profession placements typically do clinical rotations, which
- 6 occur twice per week for six weeks
- 7 - she also arranges college tours for students at Hudson Valley, Paul Smiths,
- 8 Castleton, AIC, VTC and Skidmore
- 9 - the Foundation for Excellent Schools (FES) has asked the CDC to participate in
- 10 the Vermont Scholars program which will engage up to 50 'at risk' students in
- 11 various mentoring, goal setting, college awareness and leadership activities
- 12 - SkillsUSA participation includes 42 students from 12 technical programs, many of
- 13 whom participate in fundraising events, fall and spring leadership conferences, and
- 14 the state competitions
- 15 - state SkillsUSA medallists included 6 students in technical and 4 students in
- 16 leadership events, 9 of whom will participate in the national SkillsUSA competitions
- 17 in Saint Louis MO later this year

18 In subsequent discussion, Klein noted that due to the fair labor standards act co-op
 19 placement should end after 30 hours, although she does allow students to work longer
 20 because they are earning credit for that activity (and the credit is the equivalent of
 21 remuneration).

22
 23 6. Chair's Report:

- 24 a. *Board Effectiveness Survey:* Matteson reported that survey results will be distributed
- 25 soon, and noted that Joe Silver, the person who facilitated the goal setting activity, has
- 26 offered to help interpret those results with the board during an upcoming board meeting.
- 27 Matteson noted that there are interesting and sometimes discrepant points of view, and
- 28 anticipates that a session with Silver would be highly instructive. After a brief
- 29 discussion, members reached consensus to have Silver discuss survey results with the
- 30 board as a major part of an upcoming meeting. Matteson and Oyama agreed to contact
- 31 Silver and schedule that meeting as soon as possible. Oyama also agreed to e-mail
- 32 the survey results to all board members.
- 33 b. *Three-Year Technical Training Program:* Matteson reported that the CDC, in
- 34 collaboration with Vermont Technical College, the Bennington Microtechnology Center,
- 35 University of Texas, and Tufts University, has submitted a pre-application to the
- 36 National Science Foundation for funding of a 3-year technical training program, which
- 37 would offer college credit and would focus on microtechnology. The application is for
- 38 \$900,000 over a three-year period. Matteson anticipates that the National Science
- 39 Foundation will indicate whether or not the project should "go to the next step"
- 40 sometime in June on this highly competitive grant application.
- 41 c. *Industrial Skills Standards:* Matteson recommended that Doug Webster from the
- 42 Vermont Department of Education (DoE) should make a short presentation to the board
- 43 on the concept of Industrial Skills Standards. In this instance, industry defines the skills
- 44 and standards needed, and the local technical schools then build education programs
- 45 to meet those skills. Certification is awarded to those students who complete these
- 46 courses successfully. These standards apply to all technical programs (manufacturing,
- 47 human services, medical professions, automotive, etc).
- 48 d. *Employer Breakfast Meeting:* Matteson was pleased to report on the very successful
- 49 Employer Breakfast, the highlight of which was the student presentations. Matteson
- 50 also thanked Bob Burgess, a board member who could not attend this board meeting,
- 51 for contacting the Bennington Banner regarding this event.
- 52 e. *Assistant Director:* This position has now been posted, and Matteson recommended
- 53 that the Hiring Committee should begin planning the screening and interviewing
- 54 process.
- 55
- 56

- 1 7. Superintendent's Report: After thanking Klein and Swisher for their presentations, Knapp
2 reported on the following items:
- 3 - he has begun writing articles for the Bennington Banner in which he will try to
4 make the community more aware of educational issues and activities, such as the
5 co-op program, in future articles
 - 6 - the *No Child Left Behind* legislation is reducing the amount of time students spend
7 in specialized courses and he applauds MAU and CDC for working together on the
8 scheduling process "to open up as many doors as possible" for all students
 - 9 - student presentations at the Employer Breakfast were "outstanding"
 - 10 - he is appreciative of the fact that the Banner is trying to cover school activities
11 more frequently than in the past
 - 12 - there was an array of good presentations at the recent board-training event
 - 13 - the Commissioner of Education recently toured schools in the district and spoke
14 with MAUHS faculty.
- 15
- 16 8. Director's Report: Oyama reported that several Vermont DoE representatives recently
17 completed a successful review of Title 1 and Perkins Grant funds and procedures (and there
18 have been changes made recently regarding what can and cannot be funded using these
19 monies). Oyama also reported that
- 20 - the ChildCare center opened 5/16/05 with 6 students on board
 - 21 - representatives associated with *Project Lead the Way* evaluated and approved the
22 engineering program and its instructor, and as a result of this approval, students
23 successfully completing an examination at the end of the program will receive
24 college credit from Rensselaer Polytechnic Institute
 - 25 - four people from the DoE *High Schools On the Move* program will visit 5/18/05 and
26 will tour the building, complete classroom observations, and conduct interviews
27 with board members, students, faculty, parents and administration. Findings will
28 be reported at the end of the day.
- 29 In closing comment, DeLucia commended Oyama on her recent speaking appearance on a
30 local radio program.
- 31
- 32 9. Finance: Lamb reported that preliminary meetings have begun with the new auditors, and
33 that the Finance Committee is requesting an exit interview with the outgoing SVSU Business
34 Manager. Lamb also noted that
- 35 - when the financial data files are brought in house, there may be an opportunity to
36 customize various reports more easily than in the past
 - 37 - the Finance Committee and the Education Committee should work together
38 exploring the costs and procedures involved in using the Interactive Learning
39 Network (ILN) as a way of effectively offering CDC courses to students in outlying
40 districts at their home school.
- 41
- 42 10. Facilities: In response to a question from Peaslee, Pembroke noted that attorneys on both
43 sides are still discussing the CDC/MAU lease agreement. Once the lease agreement is
44 signed, the Facilities Committee can then begin looking at storage needs for the CDC.
- 45
- 46 11. Marketing/Outreach: DeLucia reported that this committee continues to explore various
47 marketing strategies.
- 48
- 49 12. Education: Bacon reported that over the course of two meetings, this committee has
50 reviewed plans to reorganize the computer technology and networking programs as well as
51 revisions to the recreation, tourism and hospitality program.
- 52
- 53 13. Policy: Although the CDC Policy Committee has not met recently, Johnson reported that he
54 has been attending the SVSU policy committee meetings. Johnson also apologized for his
55 recent misrepresentation that CDC policy disallows students to wear hats, except for safety
56 reasons. Johnson also noted that there has been extensive discussion regarding the Dress

1 Code policy, and especially the hat issue, which has yet to be resolved. Members and staff
2 briefly discussed the issues concerning the wearing of hats, noting that

- 3 - CDC dress code policy aligns with the MAU policy, and its up to the discretion of
- 4 individual teachers whether or not hats can be worn in their classrooms
- 5 - a "no hat" policy would be hard to enforce
- 6 - there is a safety issue in many classes which prohibit the wearing of hats
- 7 - there could be a significant change in MAU dress code which will go into effect in
- 8 September, and CDC will need to be in alignment with that code
- 9 - given that student handbooks for next year are currently being developed, any
- 10 changes in dress code need to be decided upon soon
- 11 - the dress code policy applies to students as well as to staff
- 12 - people need to be mindful of the amount of energy it will take to enforce the policy
- 13 - the dress code emphasizes the educational process as well as respect for the
- 14 institution
- 15 - there is a wide diversity of opinion within the SVSU communities about what is
- 16 considered "appropriate" dress.

17 In concluding discussion and in a related matter, Matteson agreed to provide a list of CDC
18 Policy Committee members to Johnson.

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20 14. Negotiations Committee: Lamb noted that there will be a meeting 5/24/05 to discuss the
21 proposed draft contract for non-union employees.

22
23 15. Nominating/Interviewing Committee: Pembroke noted that there are state bylaws defining
24 membership, policy and procedures of a Nominations Committee, and Johnson noted that
25 there is a local policy which governs procedures for interviewing and hiring administrators.
26 Members also noted that no one can be hired without the recommendation of the
27 Superintendent, and that the school board itself has the final hiring approval.

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29 At 8:35pm, Pembroke moved and Lamb seconded a motion to adjourn and the motion passed
30 unanimously.

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