

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: December 17, 2007**
3 Assembly Room, Career Development Center

4
5 Members Present: Gloria Alexander; Justin Corcoran; Claude DeLucia; Kevin Goodhue; Leon
6 Johnson; Fran Kinney; Frank Lamb, Chair; Ed Letourneau: Jon Peaslee; Rob Sperber.

7
8 Members absent: Bob Kobelia.

9
10 Staff and Others Present: Jim Boutin, SVSU Director of Technology; Zach Bull, CDC Student
11 Representative; Wes Knapp, SVSU Superintendent; Mike Lawler, CDC Instructor (arrived at 8:45);
12 Bruce Lee-Clark, CDC Instructor; Greg Lewis, Business Manager; Sean-Marie Oller, SVSU Board;
13 Donna Oyama, Director; Rick Pembroke, SVSU Business Manager; Sandra Redding, Office
14 Manager; Bill Swisher, CDC Guidance; John Waller, Banner Reporter.

15
16 Videotaping: Al Skidmore

17
18 Recorder: Barb Schlesinger

19
20
21 Lamb opened the meeting at 6:35 PM by wishing everyone Happy Holidays. Oyama introduced Zach
22 Bull, CDC Student Representative. Bull gave the Board a brief description of himself; he is a second
23 year student in the Forestry Program and will be attending Paul Smith College in the fall.

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

26
27 **Public Comments:** There were none.

28
29 **Consent Agenda:**

30 **Corcoran Goodhue seconded a motion to accept the Consent Agenda minus Warrant 32. All**
31 **were in favor.**

32
33 The Consent Agenda included:

- 34 - Approval of the RGB November 19, 2007 Meeting Minutes
- 35 - Approval of Education Committee December 6, 2007 Minutes (as amended to reflect that
- 36 all votes taken at the meeting are to be worded as "Recommendations").
- 37 - SWVRTSD Payroll Warrant # 30 & 31 11/21/2007 in the amount of \$ 69,357.99
- 38 - SWVRTSD Payroll Warrant # 33 & 34 12/06/2007 in the amount of \$ 68,377.12
- 39 - SWVRTSD Vendor Warrant # 35 12/17/2007 in the amount of \$ 21,574.47
- 40 - Nomination of Cosmetology Para
- 41 -

42 Johnson commented on the Education Committee Minutes. Votes taken at Committee meetings
43 should be worded as "recommendations"; the Committee brings their recommendations to the full
44 Board, they do not approve Board actions on their own. Lamb concurred that this is the intent of
45 Committee votes. The Committee Minutes will be amended to include "recommends" in its
46 motions/votes.

47
48 Johnson requested that Warrant 32 be pulled from the Consent Agenda for further discussion. This
49 will be covered during Executive Session later in tonight's meeting.

50
51 **Committee Reports:**

52
53 **Policy:**

54 Johnson read the following Policies for Adoption:

1 4001C Sexual Harrasment (Employee) as Warned
2 **Peaslee moved and Kinney seconded a motion to Adopt Policy # 4001C. All were in favor.**

3
4 4227C Family and Medical Leave (FMLA) as Warned
5 **Peaslee moved and Goodhue seconded a motion to Adopt Policy # 4327C. All were in favor.**

6
7 5065C Verbal/Physical Assault of an Employee as Warned
8 **Peaslee moved and Kinney seconded a motion to Adopt Policy # 5065C. All were in favor.**

9
10 Johnson read the following policies submitted for Warning:

11
12 5086C Weapons Prohibition
13 **Peaslee moved and Kinney seconded a motion to Warn Policy # 5086C. All were in favor.**

14
15 6130C Copyright
16 **Peaslee moved and Kinney seconded a motion to Warn Policy # 6130C. All were in favor.**

17
18 6140C Telecommunications and Network
19 **Peaslee moved and Kinney seconded a motion to Warn Policy # 6140C. All were in favor.**

20
21 6148C Internet Use
22 **Peaslee moved and Kinney seconded a motion to Warn Policy # 6148C. All were in favor.**

23
24 6150C Computer Equipment Inventory and Disposal
25 **Peaslee moved and Kinney seconded a motion to Warn Policy # 6150C. All were in favor.**

26
27 Johnson noted that Policy # 6190C will be ready for Warning at next month's meeting.

28
29 **Education:**

30 **Superintendent Job Description Draft**

31 Letourneau noted that this month's Board packet includes the Superintendent Job Description
32 DRAFT. Feedback will be needed for the January RGB Meeting. No action will take place at this
33 meeting.

34
35 Johnson expressed that he thought it was a waste of time and that he would not approve. Goodhue
36 and Kinney concurred. Letourneau responded that it is required by law to have one and this will be a
37 starting point for CDC. Lamb noted that NEASC requires lines of authority and that it's time to move
38 forward.

39
40 Knapp commented that he thought the lines of authority in the draft were vague. He will have further
41 comments at the January meeting. DeLucia queried if Knapp would have been qualified for the
42 position, using the draft, when he started. Knapp noted that on the surface he would not have, he
43 did not have the certification in Tech Education.

44
45 **Change of Program Name**

46 Letourneauu cited two supporting reasons for changing the Manufacturing Program's name to Design
47 & Fabrication: 1) The new name would generate more interest in the Program and 2) other Technical
48 Centers have already made this change.

49
50 **Alexander moved and Goodhue seconded the motion to change the Manufacturing Program's**
51 **name to Design and Fabrication. All were in favor.**

52

Change in Program Schedules

The Education Committee has recommended, from an education standpoint, the change of minutes per day in four Programs (Auto, Building Trades, Design & Fabrication (Manufacturing) and Forestry: The change would be to 90 minutes for first year Program students, 150 minutes for second year students. The Committee has passed their recommendation to the Finance Committee. Finance tabled the matter at their meeting this evening.

Knapp inquired regarding total minutes. Oyama explained that there are less students in the second year programs, therefore less FTEs. Even though program enrollment is greater in the first year, the FTEs do not wash. Knapp commented that the total number of hours remains the same. Lamb reiterated that he could not support a net loss of FTEs.

Cosmetology

The Health Credit paperwork is still in process.

Horticulture "Change of Direction"

The Horticulture Advisory Board has approved changing the Program's structure from Horticulture to Agro ecology. The same Program competencies will apply. The focus will now be sustainable agriculture and ecology. The Program has been approved by the State and does not require Board approval. Johnson requested that the Instructor, when hired, come to a future Board meeting with a presentation.

There was brief discussion regarding the short block Horticulture class that will be conducted January thru June 2008.

New 9-10 Grade Course Proposal

The Education Committee requests the Board's approval of a new Career Cluster Pre-Tech Foundation course (name to be determined). Wendy Klein will be teaching it so there is no need to hire someone new. Letourneau pointed out that the course is very portable and could be a satellite course for the sending schools.

Peaslee moved and Corcoran seconded a motion to approve this Pre-Tech Foundation course. All were in favor.

Finance:

Lamb brought before the Board draft legislation for Out of State Tuition (16 V.S.A. 1552). Johnson noted this would bring additional income for the CDC. He would like to see supporting information as to how this income would be applied. Brief discussion followed regarding New York students, with it being noted that .5 time and full time students would both pay the same rate.

Peaslee moved and Johnson seconded a motion to accept the draft legislation. All were in favor.

Superintendent's Report:

Pembroke gave a brief report regarding CDC's contract with SVSU, with Knapp noting that there is legislation that requires Commissioner approval before posting for a Superintendent. The State's goal is to shrink, not grow, the amount of superintendents.

Pembroke also passed out a handout and explained that administrative services are largely for supporting Knapp. He spoke of declining enrollment and the subsequent decline of income. The last page of the handout details human resources and shows the amount of time people are spending on services. Pembroke noted that there will be no more contracted services for payroll; payroll is back in-house at the CDC and is electronic.

1 Pembroke and Lewis have been working together since last August regarding the new software for
2 payroll/ human resources. There have been two training sessions to date and the software is better
3 than anticipated, allowing for the downgrading a position and therefore saving money.

4
5 SVSU will continue support if CDC uses the unified software. CDC will need some training, which will
6 not exceed \$10,000. Basically, Lewis will have to convert the CDC accounts.

7
8 Boutin spoke of the software Infinite Campus that will be replacing WinSchool, with the phase in
9 beginning in January. The software manages attendance, report cards and behavior tracking and will
10 enhance scheduling. Boutin passed out a handout that highlighted features of this software, which
11 can be used for grades K-12. Features include:

- 12 → Health/ medical
- 13 → Curriculum tracking
- 14 → On-line registration
- 15 → IEPs
- 16 → Parent/ student portal enhancing communications
- 17 → Email and voice messaging (useful for emergency management)
- 18 → Standards reports
- 19 → Warehousing of all scores from every test
- 20 → Nightly offsite backup
- 21 →
- 22 →

23 Boutin noted that it will take two years to fully implement.

24
25 Johnson noted there will be no charge to CDC for one computer's use for this software. He also noted
26 that the scheduling aspect of this software is only applicable to SVSU students, not for students
27 coming from the other sending schools.

28
29 Pembroke/ SVSU will need to know by January 11 if CDC will be onboard with the superintendent or
30 services.

31
32 Lewis brought up the general direction CDC wants to go in: separate or more dependent? Discussion
33 followed as to using SVSU services for another year. Lamb voiced support for having a one-year
34 contract while exploring other possibilities. Doing it this way will provide significant savings. Goodhue
35 was in agreement. Letourneau would like comments from faculty and staff, therefore, more time to
36 make a decision.

37
38 **Kinney moved and Peaslee seconded a motion to accept a one-year contract for SVSU**
39 **Administrative Services. Sperber abstained, Letourneau voted No, and the remainder were in**
40 **favor.**

41
42 **Director's Report:**

43
44 Bruce Lee-Clark used Oyama's slot to report on his attendance at the ACTE. The event has been
45 held yearly since 2002. Lee-Clark is on the National Advisory Committee on Law and Health. Many
46 junior and four year colleges at the conference were favorably impressed with CDC's curriculum.

47
48 Lee-Clark reported that CDC has the only pre-law program in Vermont. He views the Program's
49 strength is from the use of case law rather than traditional textbooks. Clear written and oral
50 communication is important and how government and civics work; it is the goal of the Pre-Law
51 Program.

52
53 There was brief discussion regarding the Perkins public hearing with the Department of Education
54 this spring.

1 **Executive Session:**

2
3 **At 8:00 PM Peaslee moved and Johnson seconded a motion to go into Executive Session**
4 **regarding Warrant # 32. All were in favor.**

5
6 **At 8:35 Peaslee moved and Corcoran seconded a motion to return from Executive Session. All**
7 **were in favor.**

8
9 **Johnson moved and Peaslee seconded a motion to approve the bid for the 2007 John Deere**
10 **450J Bulldozer - with the stipulation that it be converted to an interest-free, two-year lease.**
11 **Kinney voted against with the remaining members voting in favor of.**

12
13 **Peaslee moved and Johnson seconded a motion to approve Warrant # 32. All were in favor.**

14
15 **Other:**

16 Oyama requested that Mike Lawler, CDC Law Enforcement / Technology Coordinator, be given a
17 chance to speak. She had just received a phone call from him regarding the integration of the
18 approved switch to Infinite Campus and the impacts on CDC's network system.

19
20 The Board will have to address the ESP Contract before next monthly meeting. Lamb requested a
21 summary page of changes regarding the ESP.

22
23 Kinney spoke of the Legislative Breakfast and the enrollment decline to 159 FTEs. He spoke of the
24 public disinterest exhibited when CDC has their meetings at remote locations. Even with an Outreach
25 person in place (and the cost of same) he doesn't see any results. Kinney questioned if CDC might
26 be better to be back under MAU.

27
28 Alexander spoke of the Community Breakfast at the Arlington Inn in January and of their Committee's
29 continued recruiting efforts. Corcoran noted that it was way too soon to judge, Ericksen has only been
30 onboard several months, she has been doing a very good job, and there is renewed interest in the
31 Northshire.

32
33 Lawler arrived at 8:45 PM and spoke of his concern with the Infinite Campus software on CDC's
34 network. They worked hard to set up the network to be independent of MAU and he is very concerned
35 that Infinite Campus will require a shared network. Knapp responded that he sees no more of a
36 problem than the sharing of the current WinSchool. Kinney suggested that Lawler, Oyama and Boutin
37 sit down and discuss the situation.

38
39 **At 8:48 Kinney moved and Corcoran seconded a motion to Adjourn. All were in favor.**

40
41 **Attachments:**

42 RGB Minutes - 11/19/2007
43 RGB Education Committee Minutes – 12/6/2007
44 Manufacturing Technology Advisory Board Minutes - 12/10/2007
45 Payroll Warrants #3, #31, #33 & #34
46 Vendor Warrants # 32 & #35
47 Nomination for Cosmetology Para
48 Revenue & Expenses
49 Policies for Adoption: 4001C, 4327C, 5065C
50 Policies for Warning: 5086C, 6130C, 6140C, 6148C, 6150C
51 **FYI ONLY** Superintendent of Technical Education Draft
52 Equipment Needs
53 New Course Proposal
54 Legislative Draft