

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: Monday, December 21, 2009**
3 Assembly Room, Career Development Center

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

8
9 Staff and Others Present: Dr Frank Barone, Director/ Superintendent; Jen Gibbons, student
10 (left @ 7:08); Greg Lewis, Business Manager; Stephannie Peters, Human Services
11 Instructor (left @ 7:08); Dawson Raspuzzi, Banner Reporter (left @ 7:27); Sandy Redding,
12 Office Manager; Carly Scribner, student (left @ 7:08).

13
14 Videotaping: CATTV

15
16 Recorder: Barb Schlesinger

17
18 At 6:32pm, Lamb called the meeting to order and wished all a happy holiday and new year.
19 Lamb reported that he would deliver a 'surprise' for the sending schools later in the
20 meeting.

21
22 **Public Comments** There were none.

23
24 **Agenda Changes/ Additions**

- 25
26 1. Human Services students were present and would give a brief presentation
27 2. Letourneau requests the Board discuss a policy change re Internet access
28 3. Remove the Business Manager's request

29
30 **Peaslee moved and Corcoran seconded a motion to set the Agenda. All were in**
31 **favor.**

32
33 **Human Services Presentation**

34 Students Carly Scribner and Jen Gibbons thanked the Board for their support. Human
35 Services has formed an extracurricular outreach club, which is involved with Warm the
36 Children and Spirit of Sharing among other community programs.

37
38 The students reported they are currently 'doing' placements and are gaining good
39 experience for the future. They are also learning interviewing skills.

40
41 **Consent Agenda**

- 42 - Minutes of the November 16, 2009 RGB Meeting
43 - Minutes of the November 25, Finance Committee Meeting
44 - Minutes of the December 11, Finance Committee Meeting
45 - SWVRTSD Payroll Warrant # 110 11/25/2009 in the amount of \$ 14,946.36
46 - SWVRTSD Payroll Warrant # 1019 11/25/2009 in the amount of \$ 64,832.07
47 - SWVRTSD Payroll Warrant # 111 12/21/2009 in the amount of \$ 13,816.60
48 - SWVRTSD Payroll Warrant # 1022 12/21/2009 in the amount of \$ 59,846.33
49 - SWVRTSD Payroll Warrant # 112 12/21/2009 in the amount of \$ 13,867.65
50 - SWVRTSD Payroll Warrant # 1023 12/21/2009 in the amount of \$ 65,623.24

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- 1 - SWVRTSD Vendor Warrant # 1020 11/25/2009 in the amount of \$ 82,554.48
- 2 - SWVRTSD Vendor Warrant # 1021 11/30/2009 in the amount of \$ 13,566.00
- 3 - SWVRTSD Vendor Warrant # 1024 12/14/2009 in the amount of \$ 5,000.00
- 4 - SWVRTSD Vendor Warrant # 1025 12/21/2009 in the amount of \$ 50,772.68

5
6 Larry Johnson and DeLucia had each had a simple question regarding warrants, which
7 Lewis answered.

8
9 **Peaslee moved and Corcoran seconded a motion to accept the Consent Agenda. All**
10 **were in favor.**

11 Revenue & Expenses/ Treasurer's Report

12
13 Lamb called for questions. DeLucia questioned why the balances were not the same for
14 revenue and expenses. Lewis explained that the reports are specific 'snapshots' in time
15 that do not reflect encumbrances.

16 Action Items

17 ♦ Printing Project

18
19 Barone noted the Finance Committee has approved this project and asked it be brought to
20 the full Board for action and, if the Board approved the lease, he would move on it
21 tomorrow. He then summarized from the *In-House Printing Project* handout the benefits of
22 leasing the Kyocera Taskalpha printer, highlighting the benefit to the students and the
23 projected cost savings of \$17,000 over three years.

24
25 Discussion followed regarding the outside printing relationships and if they would be
26 harmed, if printing would become a 'business', consumables for the printer, instructor costs,
27 and location of the printer.

28
29 **Peaslee moved and Goodhue seconded a motion to approve the 39-month**
30 **equipment lease of \$13,213.30 for a Kyocera Taskalpha 400ci MF printer. All were in**
31 **favor.**

32 ♦ Internet Policy

33
34 Letourneau reported and elaborated on problems the Adult evening classes are
35 experiencing with the filtering software blocking sites and requested policy review and find
36 a way to allow evening classes greater/ less restrictive access. Barone explained the tight
37 controls that are in place for the day students and noted he has discussed the problem with
38 Mike Lawler. Montgomery explained the procedure used now for instructors to 'unlock'
39 sites. Peters noted there are also problems during the day with 'appropriate, unlocked'
40 sites. Montgomery will follow-up.

41 Committee Reports

42 → Strategic Planning

43
44 Alexander reported the committee has developed five strategic goals based on the mission
45 statement and philosophy of the 1997 NEASC report and expanded thereon:

- 46 1. Employability
- 47 2. Student Involvement
- 48 3. Community education/ relations
- 49 4. Curriculum
- 50 5. Program Evaluation

51 Alexander noted instructors Peters and Lee-Clark were involved in formatting these goals.

1 → Policy

2 Leon Johnson reported the committee met last month and again today to focus on the
3 questions raised concerning background checks on Adult students. The committee, along
4 with administration, has put together a Table of Contents to address all the issues. The
5 Table of Contents includes - What the CDC currently does, the current Board policy, the
6 current policy related to adult volunteers, the Department of Education's regulation re the
7 definition of 'adult' students, BCIC regulations re conducting background checks,
8 information relating to what crimes are reported by the BCIC & FBI checks, and current
9 adult education application forms.

10

11 The Committee concludes that the current policy in place meets the needs and provides
12 adequate information, and therefore recommends no change to Policy 4080C. The
13 background information (Table of Contents) will be distributed to Board members in next
14 month's packet.

15

16 Leon also noted that all the known policies have been adopted by the CDC (reflected by a
17 C following the policy number). Policies will be posted online and Leon requested that the
18 appropriate Administrative Regulations be linked to the policies also.

19

20 Discussion followed regarding the definition of adult students, background checks, legality/
21 right of students, grandfathered employees and fingerprint background checks.

22

23 → Finance

24 Lamb happily announced his 'surprise' that for the coming year, a 9% -10% reduction in
25 local tuition assessment to sending schools is projected. This reduction is possible
26 because of the way FTEs are calculated and paid by the State and the 14% increase in
27 enrollment this past year. The proposed budget reflects a slight increase (last year's
28 budget was leveled funded), however, because of increased enrollment, more money will
29 be coming from Montpelier. There will be a Special meeting on January 7, 2010 for the
30 Board to review the proposed budget.

31

32 Brief discussion as to explaining an increase in the budget in a year where other budgets
33 are being cut 10%, increased budgets (to educate more students) and increased
34 enrollment at other independent tech centers, FTEs, State weighting formula, reserves and
35 a press release to the public regarding the proposed budget.

36

37 **Goodhue moved and Peaslee seconded a motion to direct Barone to release the**
38 **proposed press release re the 10% (\$104,898) tuition reduction to the public. All**
39 **were in favor.**

40

41 Director/ Superintendent's Report

42 Barone elaborated on numbers 1, 3, 4, 5, 9 and 10 from his Director's Report.

43

44 Chairman's Report

- 45 • There has been a meeting with the local legislators (Mary Morrissey, Cindy
46 Browning, Anne Mook and Bob Hartwell); they are continuing work on the Hoosick
47 Falls issue, increasing FTEs to 1.25, a technical diploma for the school district, and
48 allowing technical school districts to collect their own tuition rather than the sending
49 high schools collecting and passing it along.

50

51

1 **Other**

- 2 • Notice of Meetings
3 DeLucia noted board members have not been receiving emails re committee
4 meetings recently. Barone will have Redding send out emails to all Board members
5 when she officially warns them.
6
7 • Calculation of local property taxes
8 DeLucia asked what effect the tuition reduction will have on local taxes. There was
9 discussion as to how and when education taxes are calculated. It was noted that
10 the tuition reduction amounts to \$884 per FTE to the sending schools.
11

12 **Executive Session** **There was none.**

13
14 **Adjourn**

15
16 **At 7:35pm, Goodhue moved and Corcoran seconded a motion to adjourn. All were in**
17 **favor.**
18

19 **Attachments:**

- | | | | |
|----|---|--------------------------------------|--------------------------------------|
| 20 | - | RGB Meeting Minutes | November 19, 2009 |
| 21 | - | Finance Committee Meeting Minutes | November 25, 2009 |
| 22 | - | Finance Committee Meeting Minutes | December 11, 2009 (with attachments) |
| 23 | - | Payroll Warrants # 110 & # 1019 | Dated November 25, 2009 |
| 24 | - | Payroll Warrants # 111 & # 1022 | Dated December 21, 2009 |
| 25 | - | Payroll Warrants # 112 & # 1023 | Dated December 21, 2009 |
| 26 | - | Vendor Warrant # 1020 | Dated November 25, 2009 |
| 27 | - | Vendor Warrant # 1021 | Dated November 30, 2009 |
| 28 | - | Vendor Warrant # 1024 | Dated December 14, 2009 |
| 29 | - | Vendor Warrant # 1025 | Dated December 21, 2009 |
| 30 | - | Revenue & Expenses | |
| 31 | - | Treasurer's Report | |
| 32 | - | Business Manager's Request | Removed |
| 33 | - | Printing Project | |
| 34 | - | Director/ Superintendent's Report | |
| 35 | - | 2010/ 2011 Proposed CDC Budget | |
| 36 | - | Talking Points Policies for Adoption | Distributed at meeting |
| 37 | - | CDC Budget Press Release | |