

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: October 17, 2011**

3 Assembly Room, Career Development Center  
4

5 Members Present: Gloria Alexander; Jim Boutin; Justin Corcoran; Kevin Goodhue; Rickey  
6 Harrington; Larry Johnson; Leon Johnson; Fran Kinney; Frank Lamb; Jon Peaslee.  
7

8 Members Absent: Rick Pembroke.  
9

10 Staff and Others Present: James Culkeen, Superintendent/ Director; Barb Gorbaty; Barb  
11 Houle; Addie Van Deurzen; Greg Lewis, Business Manager; Sandra Redding, Office  
12 Manager; Dawson Raspuzzi, Banner reporter; Bill Swisher; Alan Walther, Bonadio Group;  
13 others.  
14

15 Videotaping: CAT-TV  
16

17 Recorder: Barb Schlesinger  
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19  
20 **Call to order/ Welcome**

21 Boutin called the meeting to order at 6:00, noted a quorum was present and welcomed all.  
22

23 **Agenda Change**

24 Boutin rearranged the agenda, moving Alan Walther, Bonadio Group auditor, to after Public  
25 Comments.  
26

27 **Public Comment**

28 Barb Houle addressed the board with the following questions:

- 29 1. Contract – The CDC is a separate district; why are the CDC teachers not negotiating  
30 on their own?
- 31 2. Policies regarding Riffing - Why are instructors who are riffed not notified as soon as  
32 there are enough students enrolled in their classes for them to be called back?
- 33 3. RED - Why is the CDC investigating consolidation with the SVSU rather than with  
34 other technical centers or other sending schools?  
35

36 Goodhue noted that Mrs Houle's questions should be addressed. Boutin asked for  
37 something in writing from Mrs Houle and agreed that it would be appropriate to address in  
38 the future; a statement will be prepared.  
39

40 Lamb addressed the contract question by noting the teachers are the ones who form their  
41 own bargaining unit; it is not the district's doing. Corcoran and Goodhue addressed the riff  
42 question noting that the language is in the teacher's contract.  
43

44 **Report of Auditors**

45 Alan Walther, partner of the Bonadio Group, addressed the board with this year's findings.  
46 He noted he gave an in-depth report to the finance committee earlier this evening and  
47 commented we are in the second year of the three-year contract.  
48  
49

1 Walther summarized the audit's findings:

- 2 ➤ Page 1 – In our opinion, the financial statements referred to above present fairly, in  
 3 all materials respects, the respective financial position of the governmental activities,  
 4 and each major fund, and the aggregate remaining fund information of the  
 5 SWVTRTSC as of June 30, 2011. . . Walther noted this is the 'highest level of  
 6 assurance'.  
 7 ➤ Page 33 - We did not identify any deficiencies in internal control over financial  
 8 reporting that we consider to be material weaknesses, as defined above.  
 9 ➤ Page 34 – The results of our tests disclosed no instances of noncompliance or other  
 10 matters that are required to be reported under *Government Auditing Standards*.  
 11 ➤ Page 16 – Balance Sheet June 30, 2011 (end of fiscal year)

12	Total Assets:	\$724,121
13	Total Liabilities	44,329
14	Fund Balances	
15	Non-spendable	42,023
16	Restricted	
17	Capital Imp	21,841
18	Equipment	68,986
19	Assigned	365,404
20	Unassigned	181,538

- 21 ➤ Page 32 – Statement of Revenue, Expenditures, and Changes in Fund Balance,  
 22 Budget and Actual, General Fund. For the year ending June 30, 2011

23	Budget	Actual	Variance	
24	Revenue	2,978,896	3,051,096	72,200 (+)
25	Expenditures (total)	3,331,859	3,254,401	77,458 (+)
26	Net Change in FB	(352,963)	(203,305)	149,658 (+)

27  
 28 Walther noted that a good job of managing within the budget was done.  
 29

30 Questions were called for and there were none.  
 31

### 32 **Action Item – Request for acceptance of Auditor's Report**

34 **Lamb moved and Goodhue seconded a motion that the Audit Report be approved.**  
 35

36 Peaslee commented 'Good job, Greg' and noted it was one of the few audits he has seen  
 37 with no discrepancies. Leon Johnson requested the report be put on the SVCDC website.  
 38 Boutin will look into this.  
 39

40 **Hand vote was taken with all in attendance voting in favor. The motion carried.**  
 41

### 42 **Teacher Negotiations**

43 Goodhue asked to be recused; Boutin asked Goodhue to remain as there would be neither  
 44 action taken nor strategy discussed – the intent was for an info update. Goodhue remained.  
 45

46 Boutin cited 16 VSA §267(a) whereas SWVRTSD has entered agreement with the SVSU  
 47 Board in regards to joint services related to teacher contract negotiations. Boutin further  
 48 noted that the CDC is not held to SVSU decisions; they retain their independence. Boutin  
 49 requested feedback from the board in regards to negotiations and handed out sheets of

1 colored paper for the individual board members to write their comments on. Boutin  
2 additionally handed out to the board and those present:

- 3 1) Association Proposal – October 5, 2011
- 4 2) Press Release dated 10/17/2011
- 5 3) Excerpt from (?) page 9 and chart related to Issue No 7 – Article 16 – Insurance
- 6 4) Salary Statistics / email re State cuts
- 7 5) Untitled Teacher Salaries 2012 spreadsheet

8  
9 Boutin spoke on the following points:

10 A. Contract Year

11 Leon Johnson commented on the monetary factors of this date. They are at odds as  
12 to how far back to go.

13  
14 B. Health Insurance

15 Boutin referred to the Fact Finder's recommendation and spoke of teacher cost of  
16 current health insurance: previously it was 15%, administration 20%.

17  
18 There was brief discussion as to comparing apples to oranges (CDC to SVSU) and  
19 instituting the five percent increase; incremental increases versus one year hard line.

20  
21 C. Student Contact Time

22 Boutin referred to the spreadsheet handout, noting the '300 minute' issue. Leon  
23 Johnson noted the teacher's day length was not increasing, what was increasing was  
24 the amount of student contact time. Currently, CDC instructors are the only ones  
25 being paid overtime for teaching beyond the previous agreed contract time of 240  
26 minutes.

27  
28 The concept is to improve the education quality while saving money. Discussion  
29 followed with Peaslee commenting that in the real world, if you are hired for 8 hours,  
30 you work 8 hours. Corcoran commented on the \$57K savings that would be  
31 reflected in the change and noted that in other industries employees have no control  
32 over their day. Goodhue commented the teachers would be working longer with no  
33 overtime; Alexander noted they could be teaching classes without getting paid.  
34 Boutin noted that 300 minutes is standard. Alexander brought up planning time.  
35 Boutin noted the instructor usage of the additional 60 minutes would be at the  
36 discretion of administration with the goal; of improving achievement and enrollment.

37  
38 D. Salary Increase

39 Boutin reported the present contract proposal has no provisions for automatic salary  
40 increases, no COLA and that administration also proposes the elimination of step  
41 increases. He also noted administration and the teachers are at opposite ends.

42  
43 Discussion followed with Leon Johnson commenting that it is the board's collective  
44 responsibility to look out for the taxpayers as well as to educate the students. It is  
45 crucial when it comes to dollars to 'hold the line' and minimize impact. Peaslee  
46 commented that any increase should be tied to student performance. Corcoran  
47 commented on the unemployment rate and what people can pay; we need to have a  
48 budget that can pass. Boutin voiced that we have a responsibility to the teachers as  
49 well – they are our backbone.

1 **Committee Reports**

2     ▪ Education

3 Goodhue reported there has been no meeting. There has been no answer from  
4 administration as to progress in hiring an Ag teacher (position voted to begin in January  
5 2012). Their Advisory board is very frustrated. It was noted that neither Larry Johnson nor  
6 Culkeen were informed about today's Ag Advisory meeting.

7  
8 Discussion regarding the greenhouse followed with Lamb reiterating that the AG Advisory  
9 committee recommended, the full board acted and we are still waiting; all that is needed is  
10 the Town Building permit be signed. Harrington noted there is a conflict in what we want;  
11 Goodhue noted that we are waiting on administration. Culkeen reported he has done online  
12 research. Goodhue inquired as to who makes the decision. Harrington said there would be  
13 a joint meeting with facilities next month. Culkeen responded he will take on Agra career  
14 curriculum. Continued brief discussion as to using the Middle School for the greenhouse,  
15 when an Ag instructor will be hired and the unknown direction of the program/ curriculum  
16 followed. Until we know what we want, there can be no forward movement.

17  
18 Leon Johnson commented that all board members and administration should be aware of  
19 what is going on. Peaslee cautioned about attendance and noted if three or more board  
20 members attend a committee meeting, it must be warned as a board meeting.

21     ▪ Facilities

22 No Meeting

23  
24     ▪ Strategic Planning

25 Alexander reported the committee met October 13 and discussed the need to be proactive  
26 in program evaluation and planning. Culkeen will work with administration, with input from  
27 BCIC and the CDC Advisory committees, to address current trends, community needs,  
28 program enrollment over several years and changes and development of new programs.

29  
30  
31 **Consent Agenda**

32  
33 **Harrington moved and Peaslee seconded a motion to approve the Consent Agenda.**

- 34  
35     - Minutes of the September 19, 2011 Regional Governing Board Meeting  
36     - Minutes of the September 19, 2011 Finance Committee Meeting  
37     - Minutes of the October 4, 2011 Regional Governing Board Special Meeting

38  
39 Boutin called for discussion regarding the Minutes individually; there was none.

- 40  
41     - SWVRTSD Payroll Warrant # 7     10/17/2011 in the amount of \$ 8,974.56  
42     - SWVRTSD Payroll Warrant # 1011   10/17/2011 in the amount of \$ 72,057.54  
43     - SWVRTSD Payroll Warrant # 8     10/17/2011 in the amount of \$ 10,511.76  
44     - SWVRTSD Payroll Warrant # 1013   10/17/2011 in the amount of \$ 59,276.85

45  
46 Boutin called for discussion regarding the Payroll Warrants; there was none.

- 47  
48     - SWVRTSD Vendor Warrant # 1012   9/28/2011 in the amount of \$ 39,601.44  
49     - SWVRTSD Vendor Warrant # 1014   10/17/2011 in the amount of \$ 32,591.56

1 Boutin called for discussion regarding the Vendor Warrants; there was none.

2  
3 **All present voted in favor excepting Larry Johnson, who abstained.**

4  
5 **Field Trip**

- 6     ▪ DECA                      11/17 → 11/20   Philadelphia      10 Students

7  
8 **Peaslee moved and Harrington seconded a motion to approve the DECA field trip. All**  
9 **in attendance voted in favor.**

10  
11 Leon Johnson commented that we use to have an administrator going on the field trips. He  
12 does not feel this is necessary and called Culkeen's attention to field trip policy.

13  
14 **Discussion: In School Suspension (ISS)**

15 Boutin initiated discussion by giving a brief background of the topic: basically, CDC does not  
16 have, nor does it want to have, in-school suspension. Currently, CDC uses MAU on a  
17 limited/ per seat basis. This need comes up infrequently, mainly because of transportation  
18 issues. He will return at a future meeting and report on the formal agreement.

19  
20 Leon Johnson commented this was a good idea and should apply to students from the  
21 sending schools as well. It was noted that this topic comes under 'administrative duties' and  
22 no motion was needed.

23  
24 **Chairman Report**

- 25     ➤ Governance Audit

26 Boutin reported he had signed the MGT contract for the Governance Audit and they would  
27 be starting on November 1<sup>st</sup>.

28  
29 Peaslee commented he had never seen the contract and that the chair has no authority to  
30 sign without board approval; this is not a one-man operation. Boutin was given authority to  
31 enter into negotiations based on the recommendations of the State Auditor's Department.

32  
33 Lamb brought up the 'Bulldozer' discussion and noted the board has the right to see the  
34 contract before authorizing/ signing. Once the board votes to approve the contract, the  
35 Chair has the authority to do what the board directs him to do.

36  
37 There was discussion as to if the board had authorized Boutin to sign a contract and prior  
38 meeting minutes were called for. Lamb asked the contract and prior approved minutes be  
39 included in November's board packet.

40  
41 **Superintendent/ Director Report**

42 Culkeen reported that:

- 43     ▪ He has joined the Vermont Superintendents Association. Finance was discussed at  
44 the last meeting and the next meeting will be November 10.  
45     ▪ October 10<sup>th</sup> was an in-service day; the morning was spent with SVSU, the afternoon  
46 was CDC alone.  
47     ▪ A preliminary report regarding enrollment has been handed out to the board this  
48 evening. The numbers in the handout are reflective of Friday's deadline and  
49 reported by program. FTEs have yet to be calculated. There will be a full report next

1 month. Goodhue extended thanks for providing the numbers without being asked.

2

3 Lamb asked about the overall trend; Culkeen reported they were down by 15. It was  
4 noted that we are also down one program.

- 5 ■ A long-term sub for Design & Fabrication had been advertised for and there were two  
6 applicants. His recommendation is Mark Zajkowski. Zajowski will be employed on a  
7 per diem basis until Bruce Gabrus returns.

8

9 **Corcoran moved and Alexander seconded a motion to hire.**

10

11 Harrington complimented Culkeen on the thorough background check; however the  
12 fingerprint report has not come back yet. This has been a longstanding concern of his.  
13 Culkeen noted the candidate has been fingerprinted, and a sub will be present with him  
14 when he is with students until the fingerprinting results come back. The results take two to  
15 four weeks.

16

17 **All in attendance voted in favor.**

18

- 19 ■ CDC instructor Stephanie Peters is up for Outstanding Teacher of the Year. Awards  
20 will be given Wednesday at the University of Vermont. Peters will also receive a  
21 letter from the board.
- 22 ■ The Governance study is scheduled for the first and second week of November.  
23 Depending on how this evening's discussion plays out, that might be delayed.
- 24 ■ He will get moving on the Agra position.

25

26 **Other** There was none.

27

28 **Executive Session**

29

30 **At 7:35, Lamb moved and Peaslee seconded a motion to enter Executive Session for**  
31 **personnel. Vote was taken with all in attendance voting in favor.**

32

33 **At 7:45, Lamb moved and Peaslee seconded a motion to return to Open Session. All**  
34 **in attendance were in favor.**

35

36 No action was taken.

37

38 **Adjournment**

39

40 **At 7:46, Lamb moved and Goodhue seconded a motion to adjourn. All in attendance**  
41 **were in favor.**

42

43 Respectively submitted,

44

45 Barb Schlesinger

46

46 October 24, 2011

47

48

49

1 **Attachments:**

- 2 - Minutes of the September 19, 2011 Regional Governing Board Meeting
- 3 - Minutes of the September 19, 2011 Finance Committee Meeting
- 4 - Minutes of the October 4, 2011 Regional Governing Board Special Meeting
- 5 - SWVRTSD Payroll Warrants # 7 & # 1011, # 8 & # 1013
- 6 - SWVRTSD Vendor Warrants # 1012 & #1014
- 7 - Revenue & Expenses
- 8 - DECA Field Trip
- 9 - Auditor's Report (Draft)

10  
11 Meeting Additions/ Handouts

- 12 - Boutin: Press Release from SVSU Negotiation Committee (October 17, 2011); Issue
- 13 No 7, Article 16 (Insurance); Association Proposal (dated 10/5/2011); Teacher's
- 14 Salary Spread sheet; Salary Statistics; email re grant reductions.