

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: November 21, 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; Brian Doxee; Barb Gorbaty; Jim Goodine;
11 Brenda Hart; Neal Hogan; Barb Houle; Wendy Klein-Faller; Bruce Lee-Clark; Greg Lewis;
12 Ed Letourneau; Sean-Marie Oller; Stephanie Peters; Darcy Pruden; Sandra Redding; Kathy
13 Slade; Donna Stone; Bill Swisher; Don Wilson.
14

15 Press: Peter Crabtree, Banner; Neal Goswami, Banner; Patrick McArdle, Herald.
16

17 Videotaping: CAT-TV
18

19 Recorder: Barb Schlesinger
20

21 **Call to order/ Welcome**

22 Boutin called the meeting to order at 6:02, and called for public comments.
23

24 **Public Comment**

25 Bruce Lee-Clark, speaking as a citizen, noted he was present at the October 31 contract
26 meeting held at the middle school. Lee-Clark expressed questions about the draft minutes
27 and concern about the following of open meeting law; a motion is not in the draft minutes of
28 that meeting, a motion was not voted on in open session at that meeting, yet the Regional
29 Governing Board was reported as being in favor. All the other school boards present voted
30 in open session, yet RGB Chairman Boutin reported the RGB was in favor without a public
31 motion and vote.
32

33 Discussion followed with Harrington noting that Lee-Clark was on target. Boutin agreed that
34 the vote taken was never finalized in open session; there will be an upcoming comment to
35 the public and, in the future there will be compliance - a better job will be done.
36

37 Harrington offered a thank you to the negotiating team, noting the countless,
38 uncompensated hours they gave. He also spoke of 'ratcheting' and commended the board
39 members that did the right thing and recused themselves.
40

41 Barb Houle noted she had taught for 40 years, with the majority at CDC. She spoke of her
42 concern of the CDC being brought back under SVSU and that the District was specifically
43 set up as a technical school board. She inquired as to the last time any surveys were
44 conducted as to what employers specifically needed. Houle also spoke of 'financial fitness'
45 which should be promoted as it is an employability skill. She asked the board again to
46 discuss rifting and when instructors are/ should be notified they still have a job.
47

48 **Agenda Change**

49 Boutin asked to rearrange the agenda, moving the Teacher Contract Ratification and

1 Calendar update up timeline wise. Board consensus was in favor.

2
3 **Teacher Contract Ratification**

4 **Kevin Goodhue and Larry Johnson recused themselves** and left the room.

5
6 Boutin noted there was an error on the title page of the contract; we are incorrectly titled as
7 Southwest Vermont Regional Technical School District *and Supervisory Union*. 'And
8 Supervisory Union' will be stricken.

9
10 Harrington posed questions that highlighted teacher benefits as compared to the general
11 public. Leon Johnson interjected that the contract is a negotiated contract; during the
12 process the team did the best they could to get a balanced equation. Boutin reiterated that
13 negotiation was the process, student contact time increased from 240 to 270 minutes,
14 overtime has been eliminated, and the raises seem high therefore the budget will have to be
15 adjusted. Boutin reminded all that the number one priority is the education of the students.

16
17 **Alexander moved and Leon Johnson seconded a motion to accept the Agreement.**
18 **Vote was taken with Alexander, Boutin, Leon Johnson, Lamb, and Peaslee voting in**
19 **favor (5), and Corcoran, Harrington, and Kinney and voting against (3). Boutin**
20 **announced that the motion to ratify the agreement carried.**

21
22 **School Calendar Update**

23 Larry Johnson and Kevin Goodhue returned to the meeting.

24
25 Culkeen reported that he will be meeting tomorrow with the SVSU and principals to
26 hopefully finalize the draft calendar; there were concerns voiced this past Thursday evening
27 about half days. Culkeen noted he is in favor of keeping the April break.

28
29 There was brief discussion as to service days, half days counting as two days for the
30 teachers, 188 day staff contract, and the impact of tropical storm Irene. Concern was also
31 voiced regarding the impact of this new calendar on the surrounding/ sending districts.
32 Peaslee voiced that the sending schools are getting screwed. Lamb suggested Culkeen talk
33 with the sending school superintendents as to how to minimize the new calendar impact.
34 Discussion as to dictating attendance and calendars followed with Leon Johnson noting that
35 education is being offered, we should do everything possible to help it to be obtained.
36 Boutin noted that a Special Meeting would more than likely be needed to approve the
37 calendar.

38
39 **Letter of Retirement**

40 **Lamb moved and Alexander seconded a motion to accept Assistant Director Robert**
41 **Montgomery's letter of retirement, effective June 30, 2012, with regret and that we pay**
42 **the compensation requested in said letter.**

43
44 **Hand vote was unanimous, with all in attendance voting in favor.**

45
46 **Committee Reports**

47 Boutin reiterated that we are responsible to warn all meetings and asked the committee
48 chairs coordinate all through Culkeen.

1 ▪ Finance

2 Lamb reported there will be a budget meeting November 30th at 5:00pm to start the
3 preliminary budget process. At this evening's meeting, held prior to the full board meeting,
4 The following topics were discussed; the allocation agreement, the six semester rolling
5 average and the Election Official pay for 2013. Committee consensus was that pay for all
6 elected officials stay at their current amounts, this will be reflected in the budget presented
7 to the board for their approval. It was noted that board member pay is decided by the voters
8 at the Annual Floor Meeting.

9
10 ▪ Strategic Planning

11 Alexander highlighted the committee's October 13 meeting minutes mentioning the Advisory
12 Committee Survey, participation, internship, guideline book, and minutes. Evaluation was
13 also discussed including 5-year out development. Program scheduling and course selection
14 discussion as to being proactive vs. reactive, being ready next month for planning 2-years
15 out and what attracts students was also discussed. Their next committee meeting will be
16 December 8th at 2:15pm.

17
18 ▪ Outreach/ Marketing

19 Corcoran reported the committee met last week but had no report for this evening. He
20 noted Meghan has been working with Comcast on a new commercial.

21
22 ▪ ESP Negotiations

23 Corcoran reported that it is not really moving, so there is nothing yet to report.

24
25 **Consent Agenda**

26 Boutin asked that the minutes from the October 17, 2011 Full Board Meeting be removed
27 and Lamb suggested the October 31, 2011 Special Meeting minutes also be removed from
28 the Consent Agenda at this time. Remaining were the:

- 29
30 - Minutes of the October 17, 2011 Special Meeting
31 - Minutes of the October 24, 2011 Special Meeting

32
33 **Harrington moved and Lamb seconded a motion to approve the Special Meeting**
34 **Minutes. Vote was taken with all in attendance, excepting Goodhue and Larry**
35 **Johnson both of whom abstained, voting in favor.** There was no discussion on these
36 minutes.

- 37
38 - Minutes of the October 17, 2011 Finance Committee Meeting
39 - Minutes of the October 13, 2011 Strategic Planning Committee Meeting

40
41 **Harrington moved and Lamb seconded a motion to approve the Committee Minutes.**
42 **All in attendance voted and were in favor.** There was no discussion.

- 43
44 - SWVRTSD Payroll Warrant # 9 10/27/2011 in the amount of \$ 9,257.45
45 - SWVRTSD Payroll Warrant # 1015 10/27/2011 in the amount of \$ 52,295.47
46 - SWVRTSD Payroll Warrant # 10 11/10/2011 in the amount of \$ 4,361.77
47 - SWVRTSD Payroll Warrant # 1017 11/10/2011 in the amount of \$ 26,981.39

48
49 **Lamb moved and Peaslee seconded a motion to approve Payroll Warrants #9, #1015,**

1 **#10 and #1017. All in attendance voted in favor. There was no discussion.**

- 2
3 - SWVRTSD Vendor Warrant # 1016 10/28/2011 in the amount of \$ 69,516.07
4 - SWVRTSD Vendor Warrant # 1018 11/21/2011 in the amount of \$ 49,829.24

5
6 **Peaslee moved and Harrington seconded a motion to approve Vendor Warrants #**
7 **1016 and # 1018.**

8
9 Boutin inquired about the following payments:

10 Warrant # 1016 page 10 Check # 12836 Oldcastle Theatre Arts Consulting
11 page 14 Check # 12847 Building Trades Contracted Services
12 Warrant # 1018 page 4 Check # 12869 Business Card Services

13
14 Lewis answered Boutin's questions. Boutin commented that program supplies should not
15 be paid for by credit card, they should come from the program budget line.

16
17 **All in attendance voted in favor.**

18
19 **Action Items**

20 Purchases:

- 21 ➤ Forestry/ Heavy Equipment 2004 F150 PU Upstate Auto Sales \$ 8,545.00
22 ➤ Building Trades 2006 E350 Van Upstate Auto Sales \$ 7,445.00
23 ➤ Communications Tech Roland VersaCamm
24 printer (installed w/
25 2 year training) Grant Graphics \$17,564.46

26
27 **Leon Johnson moved and Harrington seconded a motion to approve the three**
28 **purchases.**

29
30 Discussion:

31 Corcoran inquired about the printer; Gorbaty explained that it was a 54" solvent printer that
32 would replace a 42" water based printer. The printer will enable the students to print durable
33 banners etal. It is different for the leased copier used for publication print jobs.

34
35 Also discussed was the grant funding involved for these purchases, the purchase of older,
36 high mileage vehicles, five-year life expectancy, the possibilities that the vehicles may no
37 longer be available, the disposal of the old vehicles, and in-house vehicle maintenance.

38
39 **Vote was taken with all in attendance voting in favor.**

40
41 **Nomination for Vocational Specialist Position**

42 **Peaslee moved and Alexander seconded a motion to approve Ashley Coon for the**
43 **position of Vocational Specialist.**

44
45 Culkeen explained the interview process, noting that the applicants were initially reviewed
46 by a committee (Montgomery, Hart and Maloney) rather than as in the past by one person.
47 Harrington inquired as to background check/ fingerprinting. Culkeen noted the applicant has
48 subbed at another school and has therefore passed a fingerprint test; the info will be
49 transferred.

1 **Vote was taken with all in attendance voting in favor.**

2
3 **Chairman Report**

4 ➤ Minutes from the October 17, 2011 RGB Meeting
5 Boutin objects to the sentence (page 5, line 30-31):

6
7 Boutin was given authority to enter into negotiations based on the recommendations of the
8 State Auditor's \Department.

9
10 Boutin would like these minutes to be amended to read:

11
12 Boutin was given authority to enter into negotiations.

13
14 There was repeat discussion as to if Boutin was authorized by the Board to sign a contract
15 with MGT for an audit. Peaslee held up his Teacher's Agreement and asked Boutin if he
16 had the authority to sign that without Board vote. Lamb asked for a vote to clarify, Boutin
17 replied there was no need, the motion was voted on in April giving him approval to sign a
18 contract. Also brought up was that the action taken for the audit was not warned for the
19 April meeting, the topic, discussion and vote happened under 'Other'. Comments about the
20 need for the audit were again brought up.

21
22 Audience member Letourneau inquired about the RFP. Boutin replied it was posted online
23 when the RFP went out and was presented to the board at the August meeting. Boutin
24 reiterated the audit will take place and it will happen next month.

25
26 **Harrington moved and Leon Johnson seconded a motion to approve the October 17,**
27 **RGB Meeting Minutes as amended. All in attendance voted in favor.**

28
29 **Superintendent/ Director Report**

30 Culkeen had two handouts, which were distributed:

31 1. Agriscience/ Farm to Table/ Green Technologies Open Position ad
32 Culkeen explained this was the tentative job description. The ad will be run with the
33 hopes of the program restarting in the fall of 2012. The Ag Advisory Committee will be
34 directly involved in the selection/ recommendation process. Posting of the ad has
35 already been approved by board vote. Corcoran expressed it was time to move forward.

36
37 Culkeen reported that on December 5, there will be a joint conference between the Ag
38 Committee and UVM regarding developing plans for a greenhouse. There was
39 continued brief discussion as to the greenhouse, with it being noted the greenhouse was
40 already voted upon and approved and a location on campus had been selected at the
41 time of the vote. All that was needed was for MAU to sign the Town permit. Harrington
42 requested a joint meeting with the Education and Facilities Committees after the UVM
43 conference. It was noted the AG program will be in the Program of Studies for the 2012-
44 2013 academic year; publication deadlines will come prior to instructor hiring.

45
46 2. Four Year Enrollment Pattern spreadsheet (by Program)

47 Culkeen briefly reviewed his handout, noting there would be no impact for this year's
48 budget; however the clock is ticking and at this time next year there will be a problem.
49 Staff will be meeting to discuss recruiting and outreach initiatives, the outcome of which

1 will be presented at a future board meeting. Culkeen noted the student 'pool' is getting
2 smaller and the next enrollment 'snapshot' will be presented in March.

3
4 **Other**

5 The draft October 31, 2011 Special Meeting minutes were pulled for review and will be
6 addressed at a future meeting per Boutin.

7
8 **Executive Session** There was none.

9
10 **Adjournment**

11
12 **At 7:52, Corcoran moved and Kinney seconded a motion to adjourn. All in attendance**
13 **were in favor.**

14
15 Respectively submitted,

16
17 Barb Schlesinger
18 November 28, 2011

19
20
21 **Attachments:**

- 22 - Minutes of the October 17, 2011 Regional Governing Board Meeting
- 23 - Minutes of the October 17, 2011 Special Meeting
- 24 - Minutes of the October 28, 2011 Special Meeting
- 25 - Minutes of the October 17, 2011 Finance Committee Meeting
- 26 - Minutes of the October 13, 2011 Strategic Planning Committee Meeting
- 27 - SWVRTSD Payroll Warrants # 9 & # 1015, # 10 & # 1017
- 28 - SWVRTSD Vendor Warrants # 1016 & #1018
- 29 - Revenue & Expenses
- 30 - Action Item Info
- 31 - Montgomery's Letter of Retirement
- 32 - Vocational Specialist Position Nomination
- 33 - Revised Calendar Draft
- 34 - Teacher's Agreement

35
36 **Meeting Additions/ Handouts**

- 37 - Culkeen: 1) Agriscience/ Farm to Table/ Green Technologies Open Position ad
- 38 2) Four Year Enrollment Pattern spreadsheet (by Program)

39