

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Special Meeting Minutes: January 17, 2012**

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 (left @ 6:25).  
7

8 Members Absent: Jon Peaslee; Rick Pembroke.  
9

10 Staff and Others Present: James Culkeen, Superintendent/ Director; Bruce Lee-Clark,  
11 Instructor; Greg Lewis; Bob Mazur, Adult Ed; Bob Montgomery, citizen; Dawson Raspuzzi,  
12 Banner; Sandra Redding, Office Manager.  
13

14 Videotaping: CAT-TV  
15

16 Recorder: Barb Schlesinger  
17

18 **Call to Order/ Welcome**

19 Boutin called the meeting to order at 6:05 and noted a quorum was present.  
20

21 **Agenda Change**

22 The Agenda was modified to bring the Presentation and Adoption of the Budget to the  
23 beginning of the meeting.  
24

25 **Public Comment** There were none  
26

27 **Presentation and Adoption of Budget (Packet 5) and MAU/ CDC Allocation Agreement**

28 Lewis presented the Finance Committee approved budget to the full board. He highlighted  
29 the following points:

- 30 • Allocation Formulas FY 2013
    - 31 - Covers the same items as in the past except for the addition of 'grounds repair'.
    - 32 - Nursing has increased from 14% to 15% for all components.
  - 33 • FY 2013 Budget Request, Tuition Detail and Local & State Revenue
    - 34 - Total Warned Expenditures \$3,428,148.00
    - 35 - Total Revenue decreased 0.11%
    - 36 - There was a decrease in salaries because a program instructor was not
    - 37 replaced.
    - 38 - Revenue is up 2%
- 39

40 **Q&A / Discussion**

41 Discussion followed regarding the cut of funding for the Ag program and Instructor. Leon  
42 Johnson expressed concern that the program not be dropped. Culkeen noted he  
43 recommended the Ag program cut; it was the least painful option at this time; it prevents  
44 layoffs and has no impact on current students. He emphasized the Ag program is not over;  
45 they are still working with the advisory committee regarding curriculum/ green house location  
46 and the focus of the program. Goodhue also expressed concern and related that he has  
47 been assured the program will continue. Speaking as Education Committee chair, he said  
48 the program is 'wounded, not dead'.  
49

1 Corcoran inquired about salary and wages. Lewis noted it was not broken out on the white  
 2 sheet included in the packet. FY 2013 decreased from 1,801,260 to 1,730,970 due to  
 3 shrinkage and no Ag teacher. Fewer positions absorbed the would be increase from the  
 4 recent contract agreement. Corcoran further inquired if the contract agreement had been  
 5 factored in. Lewis noted that it had and commented what a luxury it was to have actual  
 6 figures rather than trying to forecast.

7  
 8 Leon asked about programs being dropped, in particular Forensics, which was supposed to  
 9 expand. Culkeen explained this program already owns its equipment and because of the  
 10 way the new contract addresses how instructor minutes are compensated, this short block is  
 11 no longer additionally 'paid' for.

12  
 13 Student organizations are now funded differently; the Perkins Fund now only pays for adults,  
 14 it no longer pays for students. This is a change in how the grant is administered. Student  
 15 costs are now a line item: Corcoran hopes that students will be encouraged to do as much  
 16 fundraising as possible to offset.

17  
 18 Leon Johnson noted that most of the money is being spent on education and programs,  
 19 which is always good.

20  
 21 Boutin noted the Governor has asked for level funded school budgets; ours is. He spoke  
 22 highly of the Finance committee and administration for accomplishing this goal and offered  
 23 his thanks.

24  
 25 **Lamb moved and Harrington seconded a motion to approve the Budget and the**  
 26 **Allocation Agreement. Hand vote was taken, with all in attendance voting in favor.**  
 27 **Boutin announced the motion carried unanimously.**

28  
 29 **Board member Frank Lamb left the meeting at this time.**

### 30 31 Committee Reports

#### 32     ▪ Facilities

33 Harrington reported the joint committee meeting held this evening with Education. The AG  
 34 program was discussed along with the greenhouse what, where and how. He noted all on  
 35 the committee want to keep the program. There was also minor discussion as to building  
 36 maintenance and equipment.

#### 37 38     ▪ Education

39 Goodhue reported that further research is being conducted and that he is excited with what  
 40 he is hearing.

#### 41 42     ▪ Policy

43 Leon Johnson reported he and Bruce Lee Clark have started electronically reviewing the  
 44 policies. Two are needed: 1) Limited English Proficiency and 2) Health Insurance. They will  
 45 be ready to be warned at the next regular Regional Governing Board meeting (in February).

46  
 47 Leon further spoke of the website and the need for a review/ update of this policy. There  
 48 needs to be a feedback loop.

1       ▪ Strategic Planning Subcommittee on Advisory Committees  
 2 Alexander noted the minutes from their last meeting were reported on at the December 12,  
 3 2011 meeting and are in this month's minute packet (#2). She passed out the Advisory  
 4 Committee Pamphlet and announced their next meeting would be held on Tuesday, January  
 5 24 at 2:15pm.

## 6       **Consent Agenda**

7  
 8  
 9 **Harrington moved and Kinney seconded a motion to approve Packet 1 (Minutes) of**  
 10 **the Consent Agenda.**

### 11       **Packet 1     Minutes**

- 12       - Minutes of the December 12, 2011 Special RGB Meeting

13  
 14  
 15 **Vote was taken with all in attendance voting in favor.** There was no discussion.

- 16       - Minutes of the November 16, 2011 Outreach/ Marketing Committee Meeting

17  
 18  
 19 **Vote was taken with all in attendance voting in favor.** There was no discussion.

- 20       - Minutes of the November 29, 2011 Strategic Planning Advisory Sub-committee Meeting

21  
 22  
 23 **Vote was taken with all in attendance voting in favor.** There was no discussion.

- 24       - Minutes of the January 3, 2012 Finance Committee Meeting

25 Boutin asked about the recorded amount tuition was set at, \$11,711.48 (line 31). Lewis  
 26 noted it was the same amount as just approved with the budget vote.

27  
 28  
 29 **Vote was taken with all in attendance voting in favor.**

### 30       **Packet 2     Warrants**

31  
 32  
 33 **Harrington moved and Kinney seconded a motion to approve the Warrants (Packet 2)**  
 34 **of the Consent Agenda. Hand vote was taken with all in attendance voting in favor.**

35 There was no discussion.

- 36  
 37       - SWVRTSD Payroll Warrant # 11    11/28/2011 in the amount of \$ 9,178.13  
 38       - SWVRTSD Payroll Warrant # 1019 11/28/2011 in the amount of \$ 68,861.25  
 39  
 40       - SWVRTSD Payroll Warrant # 12    12/19/2011 in the amount of \$ 9,331.12  
 41       - SWVRTSD Payroll Warrant # 1021 12/19/2011 in the amount of \$ 67,219.88  
 42  
 43       - SWVRTSD Payroll Warrant # 13    12/30/2011 in the amount of \$ 10,228.63  
 44       - SWVRTSD Payroll Warrant # 1022 12/30/2011 in the amount of \$ 81,404.58  
 45       - SWVRTSD Payroll Warrant # 14    01/17/2012 in the amount of \$ 7,927.37  
 46       - SWVRTSD Payroll Warrant # 1025 01/17/2012 in the amount of \$ 80,307.77  
 47  
 48       - SWVRTSD Vendor Warrant # 1020 11/28/2011 in the amount of \$ 31,657.20  
 49       - SWVRTSD Vendor Warrant # 1023 12/19/2011 in the amount of \$ 70,252.48

- 1 - SWVRTSD Vendor Warrant # 1024 12/30/2011 in the amount of \$ 32,504.54  
 2 - SWVRTSD Vendor Warrant # 1026 01/17/2012 in the amount of \$ 23,620.93

3  
 4 **Packet 3 Treasurer Report/ Expense & Revenue November 2011**

5  
 6 **Harrington moved and Corcoran seconded a motion to approve the November 2011**  
 7 **Treasurer Report(s). Hand vote was taken with all in attendance voting in favor.** There  
 8 was no discussion.

9  
 10 **Packet 4 Treasurer Report/ Expense & Revenue December 2011**  
 11 **Cash Flow & Account Balance as of 12/31/2011**

12  
 13 **Kinney moved and Goodhue seconded a motion to approve the December 2011**  
 14 **Treasurer Report(s). Hand vote was taken with all in attendance voting in favor.** There  
 15 was no discussion.

16  
 17 **Action Items**

18 **▪ Field Trip**

19 Law Enforcement 5/1 → 5/4 Washington DC 3 Students

20  
 21 **Alexander moved and Leon Johnson seconded a motion to approve the field trip.**  
 22 **Hand vote was taken with all in attendance voting on favor.**

23  
 24 **▪ Legal Notice – Jacobs & McClintock**

25 Boutin reported the our contract had expired this past November, however there were still  
 26 some issues and he recommended we continue with our attorney for the remainder of the  
 27 school year at which time we go out to bid. Corcoran asked to go into Executive Session for  
 28 contract.

29  
 30 **The item has been tabled for now.**

31  
 32 **▪ Nomination**

33 Leon Johnson commented that a good job was done with verification, however only one  
 34 person did the applicant interview; multiple people should be involved with this step. There  
 35 was brief discussion as to Superintendent responsibilities, background checks, time  
 36 constraints, and position being filled.

37  
 38 **Corcoran moved and Goodhue seconded a motion to accept the nominee for the**  
 39 **position of Business Program Instructor. Hand vote was taken with all in attendance**  
 40 **voting in favor excepting Leon Johnson, who voted against. The motion carried.**

41  
 42 **▪ Resignation**

43 Culkeen reported the Cosmetology Instructor had left and the position had been posted.  
 44 Kinney inquired if any thing was coming back from health insurance, which there is.

45  
 46 Boutin opened discussion regarding the tough position created, especially for administration,  
 47 when an instructor leaves mid-year with very short notice. There is currently no notification  
 48 clause in the contract that would address this unprofessional behavior. There are  
 49 ramifications within the state of Vermont to address this. Culkeen suggested that going

1 forward, there could be a New Employee clause inserted in Employment Offer letters  
2 addressing professional notification. Harrington noted there should be an actual penalty.

3  
4 **No action was taken nor needed.**

5  
6 **▪ Retirement**

7 Boutin suggested the board not accept Mazur's retirement notification and asked that he  
8 stay on to train a new person. Mazur has done an 'incredible job' and is a 'shining star' at  
9 the CDC.

10  
11 **Kinney moved and Harrington seconded a motion to accept Robert Mazur's**  
12 **Retirement notification. All in attendance voted in favor.**

13  
14 **The Board Clerk was instructed to send Mr Mazur a letter.**

15  
16 **Chairman's Report**

17 Boutin reported that on February 6<sup>th</sup>, there will be a Special Meeting for the presentation by  
18 Dr Robert Schiller on the MGT Governance Audit Report. Invitations have been sent to all  
19 the stakeholders as well as the Commissioner of Education and the State Auditor. Boutin  
20 hopes for good attendance at the meeting. The general public is also invited and it is  
21 anticipated that CATTV will tape for future broadcast.

22  
23 **Superintendent/ Director Report**

24 Culkeen reported that:

- 25 - On March 12th and 13<sup>th</sup>, NEASC will be on campus for their five-year follow-up.
- 26 - Digital Wish, an afterschool program for grades 4-6, will be using the CDC campus  
27 as a training location for the next two days. Fifty to sixty juniors and seniors and their  
28 teachers will be on campus to train in gaming software and web development.
- 29 - The staff is reviewing the Handbook for an update for next year.
- 30 - Mosaic Program with MAUMS is expanding. Initially Cosmetology was the only  
31 program involved, which is now branching out to include pre-law and other programs.  
32 The idea is to merge rather than start new.
- 33 - Adult/ Continuing Education Update. (*Materials distributed at meeting*)

34 Culkeen turned the report over to Bob Mazur, who reported on several topics:

35 1. Composites Training Program

36 This program is a collaborative effort. Bob worked closely with Brad Andrews  
37 (NPI Manager at Vermont Composites) developing the program. It was  
38 initially funded with a 25K grant and now is an USDA Rural Development  
39 grant project. There are six components to the program.

40  
41 On January 24, 2012 there will be a Public Forum, Composites Cluster and  
42 Bennington County, to be held at the Bennington Firehouse, 4-6 pm.

43 2. Adult Education

44 Bob spoke briefly of the adult education and learning institute enrollment  
45 numbers and noted several classes are being offered at Northshire libraries  
46 (Mark Skinner and Dorothy Canfield).

47 3. Welding

48 Bob is working with a local company; the exact dates have not been set, but  
49 the class will be offered this coming semester.

- 1                   4. Program Advisory Committee Guide  
2                   Bob distributed this new brochure to the board members.

3  
4     **Other**                   There was none.

5  
6     **Executive Session**

7  
8     **At 7:12pm, Corcoran moved and Leon Johnson seconded a motion to enter Executive**  
9     **Session to discuss personnel. All in attendance voted in favor.**

10  
11    **Culkeen exited Executive Session at 7:35pm.**

12  
13    **At 7:42pm, Harrington moved and Goodhue seconded a motion to exit Executive**  
14    **Session. All in attendance voted in favor.**

15  
16    **No action was taken.**

17  
18    **Adjournment**

19  
20    **At 7:43, Alexander moved and Kinney seconded a motion to adjourn. All in**  
21    **attendance were in favor.**

22  
23    Respectively submitted,

24  
25    Barb Schlesinger  
26    January 23, 2012

27  
28  
29  
30  
31  
32    **Attachments:**

33    **Packet 1**

- 34    - Minutes of the RGB Special Meeting December 12, 2011  
35    - Minutes of the Outreach/ Marketing Meeting November 16, 2011  
36    - Minutes of the Strategic Planning Subcommittee Advisory Committee Meeting  
37    November 19, 2011  
38    - Minutes of the Finance Committee Meeting January 3, 2012

39  
40    **Packet 2**

- 41    - Payroll Warrants #11 and #1019  
42    - Payroll Warrants #12 and #1021  
43    - Payroll Warrants #13 and #1022  
44    - Payroll Warrants #14 and #1025  
45  
46    - Vendor Warrant # 1020  
47    - Vendor Warrant # 1023  
48    - Vendor Warrant # 1024  
49    - Vendor Warrant # 1026

1 Packet 3

- 2 - Treasurer Report – Statement of Cash Flow November 2011
- 3 - Expenses & Revenue November 2011

4 Packet 4

- 5 - Treasurer Report – Statement of Cash Flow December 2011
- 6 - Expenses & Revenue December 2011
- 7 - Cash Flow & Account Balance as of December 31, 2011

8

9 Action Items

- 10 - Field Trip Request – Law Enforcement
- 11 - Legal Notice from Jacobs & McClintock LPC
- 12 - Nomination Form – Business Program Instructor
- 13 - Resignation – Cosmetology Instructor
- 14 - Retirement – Robert Mazur

15

16 Packet 5

- 17 - Allocation Formulas/ Allocation Plan
- 18 - Budget Request FY 2012 (White)
- 19 - Tuition Detail (Green)
- 20 - Revenue (Pink)

21

22 Meeting Additions/ Handouts

- 23 - Culkeen: Invitation for MGT Governance Audit Report presentation by Dr Robert  
24 Schiller, February 6, 2012
- 25 - Mazur: Composites Training Program  
26 Public Forum Notice (Composites Cluster)  
27 Adult Education, Learning Institute, Daytime Adults and Online Enrollment  
28 Program Advisory Committee Guide

29