

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Special Meeting Minutes: October 15, 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; Ed Letourneau.

7
8 Members Absent: Frank Lamb; Heidi Pickering.

9
10 Staff and Others Present: James Culkeen; Mike Lawler; Greg Lewis; Sandra Redding; Kathy
11 Slade; Alan Walther, Bonadio Group.

12
13 Videotaping: CAT-TV

14
15 Recorder: Barb Schlesinger

16
17 **Call to Order/ Welcome**

18 Boutin called the meeting to order at 6:30pm, noted a quorum was present and welcomed
19 all.

20
21 **Public Comments**

22 There were none.

23
24 **Auditor's Presentation**

25 Alan Walther, partner of the Bonadio Group, noted they are in the third year of their three
26 year contract as outside auditors. He briefly summarized for the board this year's audit
27 findings:

- 28 ➤ Walther referred the board to the Table of Contents for the thirty-five page Financial
29 Statements and Required Report as of June 30, 2012. He noted the five title
30 sections therein, noted the critical information is on pages 3-13 (Management's
31 Discussion and Analysis) and also that the Bonadio Group 'owns' page 1/2 and
32 34/35; the rest of the Report is the school district's.
- 33 ➤ Walther referred to page 1 and noted that in their opinion, the SWVRTSD's Financial
34 records have the highest level of assurance (para 3)
- 35 ➤ Walther then reviewed page 16, Balance Sheet as of June 30, 2012 (end of fiscal
36 year)

37	Total Assets:	\$757,480
38	Total Liabilities	68,765
39	Fund Balances	
40	Non-spendable	67,635
41	Restricted	
42	Capital Imp	41,976
43	Equipment	109,337
44	Assigned	223,561
45	Unassigned	246,206

- 46 ➤ Walther referenced page 34 (*last sentence*) and noted it was important for the board to
47 know that they 'did not identify any deficiencies in internal control over financial
48 reporting that we consider to be material weaknesses as defined above.' He also
49 reported that 'The results of our tests disclosed no instances of noncompliance or

1 other matters that are required to be reported under GAS.' (page 35, para 1)

2

3 Walther asked for comments; there were none. Boutin commented to the Board that the
4 three deficiencies noted in Other Internal Control Matters would be addressed later in the
5 meeting and thanked Walther.

6

7 **Consent Agenda**

8

9 **Minutes**

10 - Minutes of the September 17, 2012 RGB Meeting

11

12 **Goodhue moved and Alexander seconded a motion to approve the September 17,**
13 **2012 RGB meeting minutes. Hand vote was taken with all in attendance voting in**
14 **favor. Boutin announced the vote was unanimous.** There was no discussion.

15

16 - Minutes of the September 17, 2012 Education/ Facilities Committee Meeting

17

18 **Harrington moved and Kinney seconded a motion to approve the September 17, 2012**
19 **Education/ Facilities Committee meeting minutes. Hand vote was taken with all in**
20 **attendance voting in favor. Boutin announced the vote was unanimous.** There was no
21 discussion.

22

23 - Minutes of the September 24, 2012 Strategic Planning Committee Meeting

24

25 **Kinney moved and Goodhue seconded a motion to approve the September 24, 2012**
26 **Strategic Planning Committee meeting minutes. Hand vote was taken with all in**
27 **attendance voting in favor. Boutin announced the vote was unanimous.** There was no
28 discussion.

29

30 - Minutes of the October 9, 2012 Education/ Facilities Committee Meeting

31

32 **Goodhue moved and Alexander seconded a motion to approve the October 9, 2012**
33 **Education/ Facilities Committee meeting minutes. Hand vote was taken with all in**
34 **attendance voting in favor. Boutin announced the vote was unanimous.** There was no
35 discussion.

36

37 **Warrants**

38 **Payroll**

39 - SWVRTSD Payroll Warrant # 7 9/28/2012 in the amount of \$ 1,688.31

40 - SWVRTSD Payroll Warrant # 1011 9/28/2012 in the amount of \$ 76,295.25

41

42 - SWVRTSD Payroll Warrant # 8 10/15/2012 in the amount of \$ 1,674.87

43 - SWVRTSD Payroll Warrant # 1013 10/15/2012 in the amount of \$ 65,485.84

44

45 **Goodhue moved and Leon Johnson seconded a motion to approve the Payroll**
46 **Warrants. Hand vote was taken with all in attendance voting in favor. Boutin**
47 **announced the vote was unanimous.** There was no discussion.

48

49

1 Vendor

- 2 - SWVRTSD Vendor Warrant # 1012 9/28/2012 in the amount of \$ 90,563.23
3
4 - SWVRTSD Vendor Warrant # 1014 10/15/2012 in the amount of \$ 54,011.99
5

6 **Goodhue moved and Leon Johnson seconded a motion to approve the Vendor**
7 **Warrants.**

8
9 Brief discussion opened regarding electric usage (actual versus allocated) along with the
10 possibility of doing an energy audit. Also brought up were the allocation agreement
11 payment towards a MAU grounds pickup, and the water/ sewer payments (actual and
12 allocated). Lewis suggested a list of questions be developed. Culkeen suggested the
13 Facilities Committee meet with Jim Marsden to review these and like topics in regards to
14 the annual Allocation Agreement.
15

16 **Hand vote was taken with all in attendance voting in favor. Boutin announced the**
17 **vote was unanimous.**

18
19 **Cash Flow, Revenue & Expense**

20 There were neither questions nor discussion.
21

22 **Action Items**

- 23 ➤ Auditor's Report
24

25 **Harrington moved and Leon Johnson seconded a motion to accept the Auditor's**
26 **Report.**

27
28 Discussion regarding the Internet Usage Policy, IT Department and Passwords concerns
29 (*Other Internal Control Matters* document) followed:
30

31 IT Department

32 It was noted that a replacement for Lawler, who has assumed the Assistant Director
33 position, has not been found. The position has been advertised and interviewed as half-
34 time; consensus was the position should be full. Culkeen will report back in November
35 as to where the additional money to cover a full time person (both salary and benefits)
36 will come from and with a posting ready to go. It was also noted that there are a
37 multitude of different levels/ degrees/ certifications that fall under the IT umbrella. The
38 Director needs to identify our needs and the appropriate salary range.
39

40 It was noted that critical data (financials), student records, etc are backed up off site.
41

42 Internet Usage Policy

43 Boutin noted the policy needs to be updated to address texting and social media. He
44 requested the Policy Committee to look into and bring a draft to the full board.
45

46 It was also noted that adult-ed instructors still have problems getting to their online
47 courses (adult). This, too, needs to be updated in policy and procedures.
48
49

1 Passwords

2 Lawler noted they are in place but not quite to the recommended standard. Boutin
3 requested Lawler sit in with the Policy Committee when this was addressed.

4
5 **Hand vote was taken with all in attendance voting in favor. Boutin announced the**
6 **vote was unanimous.**

7
8 **Committee Reports**

9 Education

10 Boutin summarized the Education/ Facilities minutes; he noted there is currently no
11 policy regarding if a class/ program can/ should be terminated and cited the need to
12 inform sending schools by January of any given year. The joint committees recommend
13 passing to Policy the following:

- 14 1. A yearly minimum of ten (10) students per class and ten (10) teacher FTEs
- 15 2. Anything less than the above to be reviewed by administration
- 16 3. If this continues for 3 years the program may be eliminated.

17
18 Boutin noted he would like to finalize this before January.

19
20 Culkeen noted that he would be providing a draft snapshot of the October 15 enrollment
21 numbers this evening. He also gave a brief outline of dates in regards to Program of
22 Study printing, RIF notification(s) and state enrollment reporting.

23
24 Also mentioned were a CDL program and the Ag Advisory Committee's progress with
25 the Vets Home (greenhouse).

26
27 Strategic Planning

28 Alexander reported the committee reviewed Strategic Planning models, Vision, Mission
29 and a Five-Year Plan at their September 24th meeting. They will continue this work at
30 the upcoming October 22nd meeting (4:00pm).

31
32 Boutin made note of a recent Bennington Banner article regarding 'Vocational
33 Educations'.

34
35 **Chairman's Report**

36 Boutin spoke of the

- 37 • Upcoming October 25/ 26 VSBA Conference at Lake Morey and asked for board for
38 approval to be reimbursed for his expenses (registration, overnight lodging, etal).

39
40 **Leon Johnson moved and Corcoran seconded to approve Boutin being reimbursed**
41 **not to exceed \$300.**

42
43 There was brief discussion as to no one ever having been reimbursed before and if
44 this practice could be retroactive. Boutin will provide a trip report with receipts.

45
46 **Hand vote was taken with all in attendance voting in favor. Boutin announced the**
47 **vote was unanimous.**

- 48 • School Store article in the Bennington Banner regarding the sale of 'junk food'.
- 49

1 Boutin reported the article was slanted, that he was surprised by the Cease and
2 Desist order (SVSU Food Service) and that it was time to form a subcommittee to
3 look into and address the policy regarding food.

4
5 Discussion followed on the store being operated offsite of MAU, it's hours are not
6 during lunch period, changes to course design, tech centers being exempt from
7 menu regulations, and being proactive to 'healthier alternatives' versus doing nothing
8 and letting the students decide/ free will of the market. Culkeen noted the topic is on
9 the agenda of the next Directors Meeting.

10 An ad hoc sub committee was set up of Letourneau, Goodhue and Larry Johnson.

11 12 13 **Superintendent/ Director's Report**

14 Culkeen:

- 15 • Handed out a two page report of Program enrollment/ FTE count dated October 15,
16 2012. He noted the report does not contain a detailed breakout of pre-tech/
17 programs. The November report will indicate actual FTEs by program and student
18 number by class. He then gave a brief review of how FTEs are calculated: they
19 average 240 minutes per semester and that two students equal one FTE per
20 semester. Short blocks equal 55 minutes or four students per FTE.

21
22 There was further discussion regarding the previously discussed (*Education Committee*
23 *Report, page 4*) request for policy requesting a ten student minimum. It was noted tech
24 centers have other rules that take into account the nature of the class and its size
25 (2378-2). Caution was urged in applying the enrollment number ten and the use of it
26 as a starting point. The number '10' came from the Schiller report.

- 27 • Spoke of the bullying model that has come down from the State to go to Policy. He
28 noted this was a boilerplate policy. There will be training October 24 for staff and
29 parents on the topic.
- 30 • Reported on Distance Learning; Bruce Lee Clark is away. Lee-Clark began teaching
31 *Know Your Rights* this past spring with an enrollment of 3 students; enrollment has
32 doubled to 6 for the fall class. None of the 25 'free' seats are being utilized. Why?
33 MAU does not accept these courses for core credit even though they are approved
34 by the State of Vermont.

35
36 Culkeen asked if having Distance Learning was worth it. Discussion followed
37 concerning core and elective credits, local boards issuing diplomas, scheduling
38 conflicts and reaching out to homeschoolers. Consensus of the board was that
39 Boutin will meet with the MAU board to request them to consider a change regarding
40 accepting Distance Learning credit for core classes.

- 41 • Reported work on the 2013 budget has begun. Number 34 of Schiller's Report
42 called for additional budget lines; Lewis has put out instructions to the staff/
43 instructors regarding these new lines which replace supply and equipment: 1)
44 furniture, 2) tech above 2,500 and 3) tech below 2,500. Still to address is spending
45 tied to the Strategic Plan.
- 46 • Mentioned Schiller recommendations 17, 21, 25 and 26: Rigor and Relevance, tech
47 centers that work, and key practices. Culkeen noted the State is pushing for tech
48 centers to become aligned with national standards.

- 1 • Schiller recommendations 27 through 30, which concern the business office. A
2 review of the office has begun. An outside person has spent ~10 hours with Lewis
3 and other key personnel auditing for efficiency and operations. Culkeen will make
4 recommendations based on the independent report.
- 5 • Reported he is progressing through the Schiller recommendations.
- 6 • Noted there is a ten question survey regarding independence versus the alternative
7 that he would like the board to respond to. The survey is anonymous and will be
8 completed by Survey Monkey. It will be in the board's drop box by the end of the
9 week. Alexander, Harrington, Lamb and Letourneau will have it emailed.
10 Reported the new Law Enforcer instructor's shift at the Police Department has
11 changed to days. He is still doing the curriculum and lessons but a sub is instructing
12 the class. Culkeen recommends giving it some time before making changes.

13
14 **Executive Session**

15 There was none.

16
17 **Other**

- 18 ▪ Leon Johnson would like to see active links on the CDC, MAU, and SVSU websites
19 that allow users to click back and forth. Boutin noted the link(s) on the bottom of
20 CDC's home page do allow this; it would be good if SVSU and MAU followed suit.

21
22 **Adjournment**

23 **At 8:20pm Harrington moved and Alexander seconded a motion to adjourn. All in**
24 **attendance were in favor.**

25
26 Respectively submitted,

27
28 Barb Schlesinger
29 October 21, 2012

30
31 **Attachments:**

- 32 - Minutes of the September 17, 2012 RGB Meeting
- 33 - Minutes of the September 17, 2012 Education/ Facilities Committee Meeting
- 34 - Minutes of the September 24, 2012 Strategic Planning Committee Meeting
- 35 - Minutes of the October 9, 2012 Education/ Facilities Committee Meeting
- 36 - September Payroll Warrants # 7 and # 1011
- 37 - October Payroll Warrants # 8 and # 1013
- 38 - September Vendor Warrant # 1012
- 39 - October Vendor Warrant # 1014
- 40 - Cash Flow & Account Balances as of September 30, 2012 (Month & Quarter)
- 41 - Statement of Cash Flow 09/01/2012 – 09/30/2012
- 42 - Local Budget Revenue & Expense 09/01/2012 – 09/30/2012
- 43 - Audit Packet (Bonadio & Co LLP) Draft

44
45 Distributed at meeting:

- 46 ○ Program enrollment/ FTE count dated October 15, 2012 (2 pages)