

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: June 17, 2013**

3 Assembly Room, Career Development Center

4
5 Members Present: Gloria Alexander; Katie Bourn; Jim Boutin; Kevin Goodhue; Rickey
6 Harrington; Leon Johnson; Jackie Kelly; Ed Letourneau.

7
8 Members Absent: Jessica Gulley-Ward; Fran Kinney; Heidi Pickering.

9
10 Staff and Others Present: James Culkeen; David Dence; Marie-Pierre Huguet; Mike Lawler;
11 Greg Lewis; Lon McClintock; Sandra Redding.

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, welcomed all to this regular meeting and
19 noted a quorum was present.

20
21 **Public Comments**

22 There were no comments from the public, however, Boutin introduced new board member
23 Jackie Kelly and noted she has already attended a Strategic Planning committee meeting
24 and has participated in board training along with recently elected board member Katie
25 Bourn.

26
27 Culkeen introduced retiring Business Manager Lewis' replacement Stephanie Mulligan.
28 Mulligan spoke briefly of her job history and education. She will begin July 1st and will be
29 present as the Business Manager for the RGB's August meeting.

30
31 **Presentations**

32

- Forestry and Heavy Equipment

33 Dave Dence, Forestry instructor, spoke of his students' involvement in the recently
34 held Game of Logging. Dence explained the competition is not a 'game', it is
35 competition designed to engage students and adults with safe chainsaw practices.
36 Students have to be certified (qualify) in order to attend and compete against other
37 tech center students, which is a two year process. Each event in the competition
38 represents different things that would be done in real life. Dence provided a
39 PowerPoint that illustrated the recent competition.

40
41 Four of the Forestry program second year students competed, three got into the Top
42 10. Of those three, one placed third and another placed fifth. These recently
43 graduated students, all from the Northshire, were unable to come this evening.

44
45 Comments and brief discussion followed, with Dence noting how the competition
46 brings chainsaw work to a 'very' precise level. Area woodlots were commented on
47 and it was noted there is a growth in the enrollment of females; there are now one to
48 two per class. Recently, the third female received her CDL. Boutin expressed for
49 the board pride in the program and noted it exemplifies what we are.

1 **Grievance Hearings**

2 Parties were not present yet, therefore it will be moved in the Agenda.

3
4 **Committee Reports**

5 - Strategic Planning

6 Alexander commented their last meeting was lively and included discussion
7 regarding the postponed community event, the committee's agreement regarding
8 reassessing our Mission as well as Philosophy and Goals. Alexander spoke of the
9 need to identify stakeholders. There will discussion with the faculty at the August
10 27th in-service.

11
12 The committee will meet again July 11th. Alexander noted they continue to strongly
13 encourage women to participate in programs.

14
15 - Education

16 There was no report.

17
18 - Finance

19 There was no report.

20
21 - Policy

22 There was no report.

23
24 - Superintendent Evaluation

25 Report will be presented tonight in Executive Session.

26
27 **Consent Agenda**

28 **Minutes**

- 29 - Minutes of the May 20, 2013 Regional Governing Board Meeting

30
31 **Goodhue moved and Johnson seconded the motion to accept the May 20, 2013**
32 **minutes. Hand vote was taken with all in attendance voting in favor.** Boutin noted the
33 motion was unanimous. There was no discussion.

- 34
35 - Minutes of the June 10, 2013 Strategic Planning Committee Meeting

36
37 **Harrington moved and Alexander seconded the motion to accept the June 10, 2013**
38 **Strategic Planning Committee Meeting minutes. Hand vote was taken with all in**
39 **attendance voting in favor.** Boutin noted the motion was unanimous. There was no
40 discussion.

41
42 **Warrants**

- 43 - SWVRTSD Payroll Warrant # 24 5/30/2013 in the amount of \$ 2,998.54
44 - SWVRTSD Payroll Warrant # 1044 5/30/2013 in the amount of \$ 73,414.65
45
46 - SWVRTSD Payroll Warrant # 25 6/17/2013 in the amount of \$ 1,877.57
47 - SWVRTSD Payroll Warrant # 1046 6/17/2013 in the amount of \$ 67,257.17
48
49

1 **Harrington moved and Goodhue seconded the motion to approve Payroll Warrants**
2 **Numbers 24, 1044 and numbers 25, 1046. Hand vote was taken with all in attendance**
3 **voting in favor.** Boutin noted the motion was unanimous. There was no discussion.

- 4
- 5 - SWVRTSD Vendor Warrant # 1045 5/30/2013 in the amount of \$ 28,684.08
- 6 - SWVRTSD Vendor Warrant # 1047 6/17/2013 in the amount of \$ 59,182.32
- 7

8 **Harrington moved and Goodhue seconded the motion to approve the Vendor**
9 **Warrants.**

10

11 There were several brief questions relating to Human Services check(s) and the May cell
12 reimbursement to Assistant Director. Lewis provided answers to both.

13

14 **Hand vote was taken with all in attendance voting in favor.** Boutin noted the motion was
15 unanimous.

16

17 **Grievance Hearings**

18 At 6:55, Attorney McClintock reminded the board that after a twenty-five minute wait (after
19 scheduled hearing time), they could vote to dismiss the grievance based on a 'no show' by
20 the grieving party.

21

22 **Harrington moved and Johnson seconded the motion to dismiss the Grievances.**

23

24 There was brief conversation wherein Culkeen and Boutin reiterated the timeline of
25 procedures followed to this point. Comment was made also by the board as to if the Union
26 could be billed for this evening's attorney fees. McClintock noted the grievant has lost the
27 right to go further by not being present at tonight's hearing.

28

29 **Hand vote was taken with all in attendance voting in favor.** Boutin noted the motion was
30 unanimous.

31

32 **Cash Flow Statement - Revenue & Expenses** (May1 through May 31, 2013)

33 Boutin noted the good management and reported the figures fall within the recommendation
34 of the auditor.

35

36 **Action Items**

37

38 ➤ **Nominations**

- 39 ~ Building Trades Instructor Brian Coon Begin July 1, 2013
- 40 Culkeen spoke briefly of the process and noted the applicant has nineteen years
- 41 experience.
- 42

43 **Harrington moved and Johnson seconded a motion in favor of the nomination. Hand**
44 **vote was taken with all in attendance voting in favor.** Boutin noted the motion was
45 unanimous.

- 46
- 47 ~ IT Hardware/ Computer Technician Shari Spangenberg Begin July 1, 2013
- 48 Culkeen reported there were fourteen applicants, six were called in to interview
- 49 and observe the class; two were called back.

1 **Harrington moved and Goodhue seconded a motion in favor of the nomination. Hand**
2 **vote was taken with all in attendance voting in favor.** Boutin noted the motion was
3 unanimous.
4

5 Culkeen reported the Law Enforcement instructor position is being finalized and the
6 Cosmetology, Agriculture and Engineering positions are in process. Culkeen also noted
7 the next board meeting is not until August 17th and asked if the board wanted to grant
8 authority to hire or hold a special meeting. There was brief discussion noting the board
9 Chair (vice chair and clerk in that order) is authorized to sign an Intent to Hire letter.
10 Johnson noted the board must vote to approve the actual hire. Culkeen voiced a special
11 meeting will only be called if the nominee would not commit without board approval.
12

13 Consensus was a Letter of Intent to Hire be issued and the Board would ratify in August.
14

15 ➤ **Auditors Award**
16

17 **Harrington moved and Alexander seconded a motion to accept Business Manager**
18 **Greg Lewis' recommendation to award the bid to the Bonadio Group for a one year**
19 **audit at \$8,000.**
20

21 Boutin reported two bids had been received; this is for a one year audit to be conducted
22 shortly after the business manager retires. Discussion included how long we have used the
23 present auditors, using a firm other than the lowest bidder on occasion, RFP compliance of
24 bidders, nature of bid differences, and the auditing work practices of current/ recommended
25 auditing firm.
26

27 **Hand vote was taken with all in attendance voting in favor.** Boutin noted the motion was
28 unanimous.
29

30 **Director/ Superintendent's Report**

31 Culkeen:

- 32 ▪ Spoke of the tech assessment that was conducted and will be reported on at the
33 August meeting. The corrective actions that need to take place will be conducted at
34 the end of June. The board has the summary of the report that notes the
35 deficiencies to be addressed.
- 36 ▪ Working from the Schiller Report grid, he provided an update on the following:
37
 - 38 # 16 There was a snafu with NEASC. A letter is in the drop box from NEASC
39 that addresses this misunderstanding.
40
 - 41 # 17 Reported three programs have begun their curriculum review cycle:
42 Computer Tech, Manufacturing CAD and Artificial Intelligence/ Computer
43 Network Academy. The goal is to have a permanent, constant cycle for all
44 programs. There has been some reluctance to accept by the staff. Next
45 year Medical Professions, Building Trades and Coop will begin their three-
46 year cycle.
47
 - 48 #21 Reported the state has yet to develop tests for all programs. However, if a
49 state test exists, it needs to be taken. Currently, teachers conduct national

1 and/ or state tests.

2
3 There was brief board discussion as to what programs do/ do not have
4 State tests, different types of assessment (self assessment, portfolios,
5 etc), and the fact that every program has some type of assessment in
6 place (even if not standardized). Also discussed were the articulation
7 agreements with colleges and if credit received for successfully completing
8 a course 'counted' as a test.
9

10 # 24 Reported this item was completed in January 2013 and approved in
11 February. Policy 6400C defines the optimum and minimum class size.

12
13 # 26 Reported this item is ongoing – he has toured high-tech high schools and
14 administration will attend professional development this summer. There is
15 a possibility that NEASC will no longer provide dedicated tech certification.
16 SREB could possibly provide our accreditation. There were general board
17 comments regarding the possibility of this switch and how it might be more
18 aligned with what we do.

19
20 # 27 See # 29

21
22 # 28 See # 29

23
24 # 29 These three items relate to business management and all were rejected.
25 As of July 1, 2013, the Business Manager position will become .5 time with
26 Lewis's replacement. The Business Manager Assistant position will
27 remain. Time will tell if this is enough.

28
29 # 30 This item was rejected.

30
31 # 31 This item was rejected; corrective actions are in place.

32
33 # 33 This recommendation is not accurate. The office staff have been
34 reorganized to 2.5 people and they have new job descriptions.

35
36 # 36 Portions of this item are completed and/ or in process. Culkeen
37 recommends being consistent with what MAU is doing and would like to
38 delay the front door lock and buzzer system. Drills are on a monthly
39 rotation; September, however, will have one of each (fire/ lockdown).
40 Currently there are 36 monitoring cameras on the CDC campus.

41
42 # 39 Culkeen plans on this item being completed by the August meeting for the
43 remaining staff.

44
45 # 46 See # 47

46
47 # 47 The Business Manager position has become .5 time and the student
48 database position has been eliminated. The savings from these changes
49 will be used to fund the Agriculture position.

1 Boutin noted at the August meeting we will examine the Infinite Campus
2 recommendation.

- 3
- 4 ▪ Thanked the staff for the excellent job of putting together Awards Night held June 4.
- 5 ▪ Reported the roof repair has been completed, still left to repair is the leak damage.
- 6 ▪ Reported a tentative agreement has been reached for ESP which will be discussed
7 in Executive Session. A personnel issue will also be discussed tonight.
- 8 ▪ Noted the Bennington Police Department letter which thanks Andrew Hunt and his
9 Law Enforcement students.

10

11 **Chairman's Report**

12 Chairman Boutin:

- 13 ▪ Noted the board's iPads are now configured for all to see and use the calendar
14 function. Jim reminded all this is a public feature. A handout was distributed with
15 instructions on how to activate the app.
- 16 ▪ Reported he received an email from VSBA seeking positions/ recommendations on
17 public policy to go to the legislature with. He cited accreditation and funding as
18 examples.
- 19 ▪ Commented on the Awards Night June 4th at the Elks Club and noted the proud
20 parents and students that were in attendance.
- 21 ▪ Spoke of the upcoming teacher negotiations and reflected on Kinney's statement in
22 regards to a request for "Open Session" negotiations. Harrington asked if Boutin was
23 looking for board consensus at this point. Boutin would like to see the issues that
24 need to be addressed on the table now, with no surprises for the public. He would
25 also like to see a separate contract for CDC instructors rather than a generic one that
26 includes all district teachers.

27

28 **Executive Session**

29

30 **At 7:53pm Harrington moved and Johnson seconded a motion to enter Executive**
31 **Session for Personnel. All in attendance were in favor.**

32

33 **At 9:16pm Alexander moved and Goodhue seconded a motion to exit Executive**
34 **Session. All in attendance were in favor.**

35

36 **Johnson moved and Harrington seconded a motion to accept the Superintendent**
37 **Evaluation as presented and recommend a salary increase of 4.5%. Hand vote was**
38 **taken with all in attendance voting in favor excepting Kelly and Letourneau who**
39 **abstained.**

40

41 **Adjournment**

42

43 **At 9:18pm Harrington moved and Goodhue seconded a motion to Adjourn. All in**
44 **attendance were in favor.**

1 **Attachments:**

- 2 - Minutes of the May 20, 2013 Regional Governing Board Meeting
- 3 - Minutes of the June 10, 2013 Strategic Planning Committee Meeting
- 4 - SWVRTSD Payroll Warrant # 24 & # 1044
- 5 - SWVRTSD Payroll Warrant # 25 & # 1046
- 6 - SWVRTSD Vendor Warrant # 1045
- 7 - SWVRTSD Vendor Warrant # 1047
- 8 - Revenue & Expenses, Statement of Cash Flow
- 9 - Nomination Form(s): Coon; Spangenberg
- 10 - Audit Bid and Recommendation
- 11 - NEASC Letter
- 12 - Bennington Police Department Letter

13
14 **Distributed at Meeting:**

15 Instructions for iPad calendar setup.