

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: October 21, 2013**

3 Assembly Room, Career Development Center
4

5 Members Present: Gloria Alexander; Katie Bourn; Jim Boutin; Jessica Gulley-Ward; Rickey
6 Harrington; Leon Johnson; Jackie Kelly; Fran Kinney; Ed Letourneau.
7

8 Members Absent: Kevin Goodhue; Heidi Pickering.
9

10 Staff and Others Present: Brian Coon; James Culkeen; Marie-Pierre Huguet; Mike Lawler;
11 Stephanie Mulligan; Sandra Redding; Jamie-Lyn Schmidt; Kathy Slade; Kristen Towslee.
12

13 Videotaping: CAT-TV
14

15 Recorder: Barb Schlesinger
16

17 **Call to Order and Welcome**

18 Boutin called the meeting to order at 6:30pm, welcomed all and noted a quorum was
19 present.
20

21 **Public Comments**

22 Boutin called for public comments; there were none.
23

24 **Presentation**

25 Culkeen noted that tonight's scheduled Theatre Arts/ Video Production will be postponed
26 due to a student family emergency and has been rescheduled for the November meeting.
27

28 **Committee Reports**

29 - Strategic Planning

30 Alexander noted the committee's minutes were in the 'dropbox; she quickly reviewed
31 these minutes, highlighting and briefly expanding on the main topics:

- 32 ■ Ways in which younger students are being encouraged to consider the CDC
33 in their future
- 34 ■ The Philosophy and Goals of the center

35 Gloria noted the committee was very active.
36

37 There was brief discussion with Gulley-Ward and Kelly noting the Mission,
38 Philosophy and Goals should be more apparent on the website. Boutin noted they
39 are in the process of being updated. Kelly requested and the board was in
40 consensus to make the Mission, Philosophy and Goals more explicit.
41

42 - Finance

43 Harrington reported the committee met this evening and is getting set up for the
44 2014/ 2015 budget. There will be a November 12, 2013 joint meeting with the CDC
45 Finance committee, the MAU Finance committee, the Bennington Select Board and
46 the BSD to discuss budgets, including future projections and costs. Boutin noted the
47 committee is aiming to have a final budget to present at the RGB December 16,
48 2013 meeting for full board approval.
49

1 Discussion followed as to percentage of projected budget increase, the future goal of
2 a zero percent based budget policy, expected health care percentage increase (as
3 well as projected vs actual), final numbers being received after March vote and the
4 upcoming teacher negotiations.

5
6 Boutin announced that Harrington, Bourn and Culkeen will serve as representatives
7 in the upcoming teacher negotiations.
8

9 **Consent Agenda**

10 **Minutes**

- 11 - Minutes of the September 16, 2013 Regional Governing Board Meeting
12

13 **Harrington moved and Finney seconded the motion to accept the September 16 Full**
14 **Board minutes. Hand vote was taken with all in attendance voting in favor.** Boutin
15 noted the motion was unanimous. There was no discussion.

- 16
17 - Minutes of the September 16, 2013 Education/ Facilities Committee Meeting
18 - Minutes of the September 23, 2013 Strategic Planning Committee Meeting
19 - Minutes of the October 15, 2013 Strategic Planning Committee Meeting
20

21 Boutin noted committee meeting minutes are approved at their respective committee
22 meeting. Full board approval is not necessary. The minutes are in the dropbox for all board
23 members information.
24

25 **Warrants**

- 26 - SWVRTSD Payroll Warrant # 7 9/30/2013 in the amount of \$ 2,916.66
27 - SWVRTSD Payroll Warrant # 1011 9/30/2013 in the amount of \$ 74,835.18
28 - SWVRTSD Payroll Warrant # 8 10/21/2013 in the amount of \$ 2,052.47
29 - SWVRTSD Payroll Warrant # 1013 10/21/2013 in the amount of \$ 65,889.87
30

31 **Alexander moved and Kinney seconded the motion to approve the Payroll Warrants.**
32 **Hand vote was taken with all in attendance voting in favor.** Boutin noted the motion was
33 unanimous.
34

- 35 - SWVRTSD Vendor Warrant # 1012 9/30/2013 in the amount of \$ 82,758.51
36 - SWVRTSD Vendor Warrant # 1014 10/21/2013 in the amount of \$ 74,167.29
37

38 **Johnson moved and Kinney seconded the motion to approve the Vendor Warrants.**
39

40 Questions regarding WNM Holdings (Warrant 1014, pg 18) and Vermont Learning Coop
41 were posed. WNM is the website host and the VT Virtual learning is the annual fee for the
42 online distance exchange.
43

44 **Hand vote was taken with all in attendance voting in favor.** Boutin noted the motion was
45 unanimous.
46

47 **Cash Flow Statement - Revenue & Expenses** (September 1 through September 30, 2013)

48 Boutin called for comments, there were none.
49

1 **Action Items**

2 ➤ **Nominations** (*one service position and four CTSO*)

- 3 ▪ Transportation Services – Tom Haskins

4
5 **Kinney moved and Johnson seconded a motion to accept the Transportation Services**
6 **nominee. Hand vote was taken with all in attendance voting in favor.** Boutin
7 announced the vote was unanimous.

- 8
9 ▪ FBLA Advisor – Neal Hogan

10
11 **Johnson moved and Kinney seconded a motion to accept the FBLA Advisor nominee.**
12 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote
13 was unanimous.

- 14
15 ▪ Human Services Club Advisor – Stephanie Peters

16
17 **Johnson moved and Kinney seconded a motion to accept the FBLA Advisor nominee.**
18 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote
19 was unanimous.

- 20
21 ▪ SkillsUSA – Kathy Slade

22
23 **Johnson moved and Kinney seconded a motion to accept the FBLA Advisor nominee.**
24 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote
25 was unanimous.

- 26
27 ▪ DECA Advisor - Laurie Wright

28
29 **Johnson moved and Kinney seconded a motion to accept the FBLA Advisor nominee.**
30 **Hand vote was taken with all in attendance voting in favor.** Boutin announced the vote
31 was unanimous.

32
33 Boutin thanked all the nominees for their extra work and suggested presentations from their
34 respective clubs at future board meetings.

35
36 **Director/ Superintendent's Report**

37 Culkeen began his report by presenting the three present new instructors and asking each
38 for a few words about themselves:

39 ▪ Introductions

40 Brian Coon – Building Trades

41 Brian noted he was a graduate of MAU, has been a builder for twenty-two
42 years, has owned his own business for the past ten and is willing to work hard.
43 He expressed his thanks for the opportunity.

44
45 Jamie-Lyn Schmidt – Culinary Arts

46 Jamie noted she is a Pownal resident and has eighteen years of experience in
47 food service. She expressed her thanks for the opportunity.

1 Kristen Towslee – Cosmetology

2 Kristen noted she has lived her entire life in the community, is a MAU graduate,
3 and has been a salon owner for approximately thirty years. She thanked
4 Culkeen, Lawler and Huguet for the opportunity.

5
6 Boutin expressed 'we are here to support you'.

7 Culkeen further

- 8 ▪ Thanked Neal Hogan for taking over the in-house recycling this year. The students
9 are using this activity as a fund raiser.
- 10 ▪ Referred to the catamount artwork out in front. The Chamber auction has been
11 postponed until spring, leaving more time for the students to fundraise ☺; the
12 students are proud of their 'cat' and want to keep it.
- 13 ▪ This coming Wednesday, thirty-five manufacturing students and their teacher(s) will
14 be at Mack Molding in Arlington for 'Made in Vermont' Day. The students will be
15 treated to a frozen drink (Mack makes the machine famous in NJ) and pizza. Huguet
16 and Culkeen have already toured.
- 17 ▪ Last Thursday the CDC sponsored two busses to bring forty 10th graders who are not
18 current students to Vermont Technical College for the *Women Can Do Conference*.
19 It was a very positive event.
- 20 ▪ Instructor Foley went to Burlington in relation to health awareness.
- 21 ▪ This coming Thursday and Friday he will be attending a joint Vermont
22 Superintendent and Vermont School Board Fall Conference in Lake Morey with
23 Chairman Boutin.
- 24 ▪ Commended the staff; during the recent NECAP testing days they ran a planning
25 meeting in relation to increasing the Center's visibility through marketing and
26 recruiting. Submissions were: ideas for the next 8th grade tour, reaching out to CDC
27 alumni and new and novel "out-of-the-box" ideas. They will continue meeting
28 throughout the fall.

29 Culkeen then asked Mulligan to update the board in regards to audits. Mulligan spoke of

- 30 1. The State will be coming tomorrow as a follow up to last April's meeting. The
31 program accounts process will be looked at and start anew November 1. This will
32 provide good grant management.
- 33 2. The annual audit will be conducted the week of December 2nd with the Report to be
34 presented to the full board at the January 2014 RGB meeting.

35 Culkeen then spoke of two items from the Schiller Report:

- 36 1. Eliminate of the student information system (Rediker) and use what MAU uses
37 (Infinite Campus).

38 This topic has been investigated and is at a standstill. Culkeen stated he believes the
39 Schiller recommendation was flawed in regards to what the clerk actually does and
40 no time would be saved making the switch. Culkeen also noted that Infinite Campus
41 limits the teacher/ parent communication; parents would have to log in twice to get to
42 where they wanted to be.

43
44 Culkeen requested an ad hoc committee be formed (consisting of two board
45 members, two teachers and two administrators) to investigate what the impact would
46 be and come back to the board with a recommendation. He would like to see the
47 matter sunset once a decision is made. Letourneau and Kelly will serve as the board
48 members on this committee. Culkeen will notify after the teacher's Wednesday
49 meeting as to when the committee meeting will take place. It was recommended that

1 someone from the front office also be on the committee. It was also noted that CDC
2 did not move to Infinite Campus because of concerns of security of sending school
3 students.
4

5 **2. Change of job descriptions for front office personnel.**

6 Culkeen will have a presentation before the end of the calendar year. Highlights will
7 include the input of data (which is very time consuming) and bypassing duplicity.

- 8 ■ Added to the dropbox earlier today and distributed at the meeting were the
9 preliminary class size numbers which were received last Friday and updated this
10 afternoon. Enrollment discussion will be on the November meeting Agenda.
11 Culkeen gave a brief explanation of FTE count and noted the increase in pre-tech
12 enrollment. Alexander requested a breakdown of enrollment by gender.

13
14 It was noted the State does not pay for the *Know Your Rights* class; CDC pays the
15 participation fee. At this point it is worth it; this form of instruction works well for ADD
16 students and provides an online learning venue for the Center.
17

18 **Chairman's Report**

19 Chairman Boutin

- 20 ■ Asked for any issues or concerns the board would like brought to the
21 Superintendent/ School Board Conference.
- 22 ■ Reported on the Strategic Development Plan the Bennington Select Board is working
23 on in collaboration with the area school boards, SVSU and CDC. Meetings are held
24 monthly at the Veterans Home with a goal of better communication between the
25 town, area businesses and the schools. The November 12th meeting will be a
26 stepping stone, providing another way to communicate with the public. Businesses
27 and nonprofit will be able to provide input to the schools directly.
- 28 ■ Spoke of 'keeping the cat', noting students want to keep this school sponsored
29 catamount and are actively fundraising in order to do so. Boutin challenged the
30 audience for bids/ donations to help the students.

31
32 **Executive Session**

33 There was none this evening.
34

35 **Other**

36 Boutin called for comments, hearing none
37

38 **At 7:30pm Kinney moved and Letourneau seconded a motion to Adjourn. All in
39 attendance were in favor.**

40
41 Respectively submitted,

42
43 Barb Schlesinger

44 October 28, 2013
45
46

47 **Dropbox:**

- 48 - Minutes of the September 16, 2013 Regional Governing Board Meeting
- 49 - Minutes of the September 16, 2013 Education/ Facilities Committee Meeting

- 1 - Minutes of the September 23, 2013 Strategic Planning Committee Meeting
- 2 - Minutes of the October 15, 2013 Strategic Planning Committee Meeting
- 3 - SWVRTSD Payroll Warrant # 7 & # 1011 (Sept 30)
- 4 - SWVRTSD Payroll Warrant # 8 & # 1013 (Oct 21)
- 5 - SWVRTSD Vendor Warrant # 1012 (Sept 30)
- 6 - SWVRTSD Vendor Warrant # 1014 (Oct 21)
- 7 - Revenue & Expenses, Statement of Cash Flow
- 8 - CTSO Nominations (4) & Service position (1)
- 9
- 10 Meeting Hand-Outs
- 11 - Fall 2013 Student Enrollment numbers (also in dropbox)