

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Education Committee Meeting Minutes: February 15, 2005**  
3 Conference Room, Career Development Center

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5 Board Members Present: Ed Letourneau (arrived 3:30pm); Sean-Marie Oller.

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7 Staff and Others Present: David Barker, Asst. Director; Charles Gingo, Human Services Advisory  
8 Committee member; Wendy Klein, Co-op Coordinator; Donna Oyama, Director; Stephannie  
9 Peters, CDC Teacher; Pam Upright, Day Care Director.

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11 Recorder: Richard Bump.  
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14 Oller called the meeting to order at 3:03pm.  
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16 1. Human Services On-Site Lab: Oyama reported that Upright met with the Human Services  
17 Advisory Committee 1/19/05 (the Minutes of which were distributed during the meeting) and  
18 discussed with them issues previously raised by both the Advisory Committee and the  
19 Education Committee about Upright's re-instating a Day Care Center at the CDC. The  
20 Center would also function as an on-site laboratory for the Human Services Program.  
21 Oyama also distributed copies of Upright's 1/3/05 follow-up on questions about her original  
22 response to the Day Care Center RFP. During an extended discussion, members, staff and  
23 Upright noted that

- 24 - although the Center will service mostly pre-school age children (ages 3 – 5) there  
25 may be a few 2-year-old children who are attending Upright's current Day Care  
26 program
- 27 - licensing requirements have not changed
- 28 - the license is held by the CDC, and Upright would be listed as the Director of  
29 the Center
- 30 - the Human Services Advisory Committee is satisfied with Upright's proposal and  
31 recommends that the Education Committee further review the proposal and if  
32 satisfied, present the proposal to the Regional Governing Board for review and  
33 approval
- 34 - Upright will maintain her own insurance policy
- 35 - CDC students working in the Day Care would be covered by the CDC school-to-  
36 work insurance
- 37 - anyone Upright hires to work with her at the Center needs to be at least 19 years  
38 old and would have to be fingerprinted, etc
- 39 - Human Services students would be working in the Day Care Center as unpaid  
40 Coop students
- 41 - some Advisory Board members were involved directly with the previous day-care  
42 program
- 43 - there were a larger number of children (including infants) attending the previous  
44 program which was managed by CDC staff and run on a school calendar schedule
- 45 - the licensing and regulatory requirements have become more complex since the  
46 previous program closed
- 47 - the previous program closed due to the retirement of key CDC staff as well  
48 concern over the safety of students (there were bomb scares at the time)
- 49 - the concrete wall and fence around the outside play area needs to be upgraded,  
50 and there is money available in the CDC budget to fund this
- 51 - the Horticulture teacher is aware of the possibility that he may have to give up his  
52 current outside gardening area (which will return to being the outdoors play space  
53 for the Day Care children)
- 54 - as many as five of Upright's current day care children will follow her to the CDC  
55 location
- 56 - the Sunrise Program provides for infant day care

- 1 - the location needs to be inspected and approved by the state licensing board
- 2 - although snacks will be provided, children will be expected to bring their own
- 3 lunch
- 4 - the Board will be interested in specific details concerning staff, insurance, liability,
- 5 rent, cleaning and maintenance, supplies, benefit to the Human Services students,
- 6 CDC costs, child safety and security, and the general history of the day care
- 7 program at the CDC
- 8 - preference would be given to children of CDC and MAU employees as well as
- 9 employees of other sending districts, but there would be no price reduction offered
- 10 (and therefore it could not be construed as an employee benefit)
- 11 - a phone line (or number) separate from the CDC main line will be necessary
- 12 - there may be grant funding available through Vermont's Building Bright Futures
- 13 initiative, as well as through other state agencies
- 14 - the Center will run 51 weeks a year, and Building and Grounds will be able to
- 15 complete a thorough annual cleaning of the area during the closed week in the
- 16 summer
- 17 - there will be at least two spaces available for parking/drop off of children (and
- 18 there may be a need for signage and more spaces)
- 19 - operating hours for the program are 7:00am – 5:00pm, Monday-Friday (although
- 20 these hours may require a change to the license)

21 During the above discussion, Upright and Oyama agreed to further discuss cleaning and  
22 other maintenance issues with the MAU Director of Building and Grounds. Upright also  
23 agreed to review the registration process currently used in the Molly Stark day-care program.

24 Members and staff also noted that

- 25 - at the 2/21/05 Board meeting, members would be presented with an overview of
- 26 the history of the Day Care Center (most of which has already been written) and a
- 27 statement about the need to resuscitate the Day Care program on site
- 28 - at the 3/21/05 Board meeting, Oller, Peters, and Advisory Board members will
- 29 present the board with a description of the RFP process, including the discussions
- 30 and recommendations from the Advisory Committee and the Education
- 31 Committee; and that Upright would also be present to discuss with the Board any
- 32 concerns they might have.

33 Members also noted that copies of all related documents, forms, and licenses should be  
34 included in the Agenda packets sent to board members.

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36 2. Other: Oller noted that the *Program of Studies* "looks great".

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38 The meeting adjourned at 4:10pm.