

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**  
2 **Regional Governing Board Meeting Minutes: July 18, 2005**

3 Assembly Room, Career Development Center  
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5 Members Present: Lance Matteson, Chair; Jean Bacon; Bob Burgess; Mary Ann Carlson; Claude  
6 DeLucia; Kevin Goodhue; Frank Lamb; Ed Letourneau; Jon Peaslee.

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8 Staff and Others Present: Tim Corcoran, Clerk (arrived 6:55pm); Bill Burfeind, Treasurer; Wes  
9 Knapp, SVSU Superintendent (arrived 6:20pm); Greg Lewis, Business Manager; Donna Oyama,  
10 Director.

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12 Cablecasting Live for CAT-TV: Matt Garland.

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14 Recorder: Richard Bump  
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17 Matteson called the meeting to order at 6:06pm.

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19 1. Public Comments: None presented.  
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21 2. Nominations for Vacant Board Seat: Matteson reported that the Nominations Committee,  
22 whose membership includes Lamb, DeLucia, and Don Wilson, is pleased to unanimously  
23 recommend that Mary Ann Carlson be nominated to the Board to replace Rick Pembroke,  
24 who resigned in June. In response to a question from Burgess, Matteson noted that all  
25 seats on the board are voted at-large, and although Pembroke is from Bennington, his  
26 replacement can come from any of the SWVRTSD communities. By way of introduction,  
27 Lamb noted that Carlson was a state senator from Arlington for 6 years, and that she  
28 - operated until recently the West Mountain Inn  
29 - has a background in legislative and educational issues  
30 - is already a member of one of the CDC Advisory boards.

31 Carlson also noted that she has worked as a special education teacher, and that she is  
32 currently an outreach worker for the United Counseling Service as well as involved in various  
33 health therapies, including Reiki and reflexology. Peaslee moved and Goodhue seconded a  
34 motion to approve the nomination of Mary Ann Carlson to the fill the vacant SWVRTSD  
35 board seat, and the motion passed unanimously. The board welcomed Carlson as she  
36 joined them at the table.  
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38 3. Consent Agenda: After Matteson noted that the Nomination of the Assistant Director should  
39 be removed from the Consent Agenda, Goodhue moved and Lamb seconded a motion to  
40 approve the Consent Agenda as amended. Members and staff briefly discussed some of  
41 the mechanics of the General Ledger report (if more revenue is received than was budgeted,  
42 the surplus shows as a negative; but it remains unclear as to why balances suddenly  
43 become negatives when shown as *Total Local Budget* figures) and noted that once the data  
44 files are brought in-house, these reports can be made more reader-friendly (Lewis will work  
45 with the Finance Committee on this issue). Somewhat later in the meeting Burfeind noted  
46 that by developing a 3<sup>rd</sup> report which nets out the differences between the revenue and the  
47 expenditure reports, budget to actual, one would be able to more clearly see the net impact  
48 of receipts and disbursements at year-end (minus any subsequent adjustments made after  
49 year-end, either by the business manager or by the auditors). After noting that DeLucia was  
50 not present at the June 20, 2005 board meeting and that his name should be struck from the  
51 *Members Present* listing for the Minutes of that meeting, the motion passed unanimously.  
52 The Consent Agenda, as amended, included

- 53 - the Minutes of June 20, 2005, as amended
- 54 - the Minutes of June 28, 2005
- 55 - Payroll Warrants #75 and #76 in the amount \$121,845.73
- 56 - Vendor Warrant #77 in the amount \$42,235.08

- 1           - Payroll Warrants #1 and #2 in the amount \$46,757.95
- 2           - Vendor Warrant #3 in the amount \$78,046.80
- 3           - General Ledger Revenue and Expenditure Reports for June 2005
- 4           - Field Trip Request for FFA group to Emerald Lake 7/22-24/05.
- 5
- 6   4. Treasurer's Report: After welcoming Carlson to the Board, Burfeind briefly reviewed the
- 7           receipts and disbursements for the year and as detailed in the *Cash Flow and Account*
- 8           *Balances as of June 30, 2005 - Cumulative Report* (dated 7/5/05, a copy of which was
- 9           included in the Agenda packet). Burfeind also noted that the \$631,506.02 closing cash
- 10          balance on June 30, 2005 was about \$70,000 higher than at the beginning of the fiscal year,
- 11          and that this reflects good budget management. Burfeind also noted that although the
- 12          district has the authority to borrow money in anticipation of revenues, the cash balance
- 13          appears sufficient to not make this necessary. On a related subject, Matteson noted that
- 14          because employment contract negotiations have essentially been settled before the fiscal
- 15          year ended, the concern about not being able to roll over some or all of the teachers' salary
- 16          increases is now moot.
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- 18   5. Chair's Report: Nothing presented.
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- 20   6. Superintendent's Report: Knapp reported that there appears to be no substantive issues
- 21          remaining regarding language included in the CDC/MAU lease agreement. In concurrence
- 22          with Knapp, Matteson also noted that the SWVRTSD attorney is waiting response from the
- 23          MAU attorney regarding the most current draft of the lease agreement. Knapp also reported
- 24          that the CDC will continue to file its E-rate application in conjunction with MAU, and that he
- 25          has been an active participant in the interview process. Knapp also noted that he is pleased
- 26          with the strength of new math and science teachers coming on board at MAU in the fall.
- 27
- 28   7. Director's Report: Oyama was pleased to report that students in the CDC Medical
- 29          Professions program attending the Skills USA conference placed 4th place nationally in a
- 30          competition which they entered for the first time this year. In response to a question from
- 31          Bacon, Oyama reported that enrollment figures for Fall 2005 are still unclear, and Knapp
- 32          expressed concern over the lateness of this information. In subsequent discussion,
- 33          members and staff variously noted that
- 34               - students should have their schedule for the following year on the last day of the
- 35               school of the current year
- 36               - the problem appears to be connected, to some extent, to room assignments
- 37               - the CDC already structured its staff for next year based upon anticipated figures
- 38               - MAU is using a new system to schedule students this year, and that once the
- 39               components of the scheduling system are better understood, timelines will be
- 40               shortened
- 41               - students can continue to change courses even after school starts
- 42               - October 15<sup>th</sup> is the critical date to have student enrollments confirmed, as that is
- 43               the date that enrollment figures need to be submitted to the state
- 44               - schedules should be established before contracts are distributed in May.
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- 46   8. Finance Committee: After Lamb reported that this committee did not meet this month, Lewis
- 47          initiated a discussion about changing the current policy of having "any 2 board members" to
- 48          come in and sign warrants occurring off-cycle from the regular board meeting. After a brief
- 49          discussion wherein members requested that the Finance Committee look into the possibility
- 50          of paying vendors once per month, Peaslee moved and Lamb seconded a motion to
- 51          authorize Lamb, DeLucia, and Letourneau to sign such warrants, with only one signature
- 52          necessary, and with Lamb as first responder, and the motion passed unanimously.
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- 54   9. Facilities Committee: Peaslee reported that this committee will meet with its MAU
- 55          counterpart once both the RGB and the MAU boards have approved and signed a lease
- 56          agreement. Matteson noted that the SWVRTSD attorney is still waiting response from the

- 1 MAU attorney on the latest draft of the lease agreement.  
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3 10. Marketing and Outreach Committee: DeLucia reported that this committee did not meet this  
4 month.  
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6 11. Education Committee: Bacon reported that this committee did not meet this month.  
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8 12. Policies Committee: No report presented.  
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10 13. Negotiations: Matteson reported that all contract negotiations appear to have been settled  
11 but none have as yet been signed. Knapp noted that there is some language that needs  
12 reworking in the teachers' contract, and that there would be a signing ceremony once all  
13 issues have been resolved. Matteson further noted that contracts for CDC non-Educational  
14 Support Personnel have been signed, and that the contract with the Director is under  
15 negotiation.  
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17 14. Other:  
18 a. *The Board on the Road*: Members briefly reviewed the schedule and locations of  
19 upcoming board meetings, as detailed in a document included in the Agenda packet.  
20 Lamb noted that although it would be difficult to have these meetings televised live on  
21 CAT-TV (with the possible exception of the Dorset and Arlington meetings, using  
22 Northshire TV), every effort would be made to have all meetings videotaped for  
23 subsequent airing.  
24 b. *Timing of Board Agenda Packet*: After a brief discussion, Oyama agreed to have CDC  
25 staff mail out the agenda packet on the Tuesday before the Monday meeting.  
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27 15. FYI: Items included in the Agenda packet but not discussed during the meeting included  
28 - the Minutes of the June 9, 2005 Marketing Committee  
29 - a document describing the *Take the Helm* Conference.  
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31 At 7:02pm, Lamb moved and Peaslee seconded a motion to adjourn, and the motion passed  
32 unanimously.  
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